



## Foothill Transit

# Executive Board Meeting AGENDA

### EXECUTIVE BOARD MEETING

8:00 AM, August 31, 2012

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS HERRERA, LANTZ, MCAUSTIN, TESSITOR, WALLACH
4. APPROVAL OF MINUTES FOR THE JOINT MEETING OF [JUNE 8, 2012](#) AND REGULAR MEETING OF [JUNE 29, 2012](#)
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
  - 5.2. New & Promoted Staff
6. PUBLIC COMMENT

**CONSENT CALENDAR:** Items 7 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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7. [FY 2012 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY](#)

*Recommended Action: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2012.*

8. [FY 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY](#)

*Recommended Action: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013.*

9. [JULY PERFORMANCE INDICATORS REPORT](#)

*Recommended Action: This item will be provided under separate cover.*

10. [2012 LEGISLATIVE SUMMARY](#)

*Recommended Action: Receive and file the August 2012 Legislative Summary. There are no recommended positions on bills this month.*

11. [CONTRACT AMENDMENT – EXTERIOR CLADDING SYSTEM REPLACEMENT AND RELATED IMPROVEMENTS](#)

*Recommended Action: Authorize the Executive Director to issue Contract Amendment No. 4 to Contract 10-054 for Architectural and Engineering services in the amount of Sixty-Eight Thousand Dollars (\$68,000.00).*

12. [CONTRACT AMENDMENT – INDUSTRY PARK AND RIDE ARCHITECTURAL AND ENGINEERING SERVICES](#)

*Recommended Action: Authorize the Executive Director to issue Contract Amendment No. 2 to Agreement No. 11-038 with Walker Parking Consultants in the amount of Eighteen Thousand Four Hundred Seventy Six Dollars (\$18,476.00).*

REGULAR AGENDA:

13. [AZUSA INTERMODAL TRANSIT FACILITY PROJECT UPDATE](#)

*Recommended Action: Receive and file the update on the Azusa Transit Facility Project.*

14. [SILVER STREAK AND SILVER LINE COORDINATION – METRO DAY PASS](#)



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*Recommended Action: Authorize the inclusion of Metro's Day Pass among the Metro fare media types accepted on Foothill Transit's Silver Streak during the one-year Silver2Silver promotional period.*

15. [ESMS PROGRAM – FINAL AUDIT RESULTS](#)

*Recommended Action: Receive and file a summary of the Environmental and Sustainability Management System (ESMS) Final Audit Results.*

16. [CONTRACT AWARD – EXTERIOR CLADDING AND RELATED BUILDING IMPROVEMENTS](#)

*Recommended Action: Authorize the Executive Director to enter into an agreement with Aragon Construction in the amount of Six Hundred Thirty-Six Thousand Three Hundred and Three dollars (\$636,303.00) for the replacement of the Administrative Building's exterior cladding and related building improvements.*

17. [PERFORMANCE INDICATORS FY 2012 REPORT](#)

*Recommended Action: Receive and file the Performance Indicators Fiscal Year 2012 Report.*

18. [TRANSIT STORE FISCAL YEAR 2012 REPORT](#)

*Recommended Action: Receive and file the Transit Store Fiscal Year 2012 Report.*

19. EXECUTIVE DIRECTOR COMMENT

20. BOARD MEMBER COMMENT

21. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101 N. Diamond Bar Blvd.,  
Diamond Bar. Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,  
Darold D. Pieper, Kevin McDonald

Negotiating Parties: Michael Miles, District 7 Director - Caltrans

Under Negotiation: Price and Terms

22. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper,



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Kevin McDonald

Negotiating Parties: John D. Ballas, Director of Public Works, City of Industry

Under Negotiation: Price and Terms

23. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN: 8608-027-900

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: James Makshanoff, Azusa City Manager & Tito Haes, Public Works Director

Under Negotiation: Price and Terms

24. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: APN: 8474007035

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andrew Pasmant, West Covina City Manager

25. ADJOURNMENT

**The Next Regular Meeting of the Foothill Transit**

**Executive Board is scheduled for**

**Friday, September 28, 2012 at 8:00 a.m.**

STATEMENT OF PROCEEDINGS FOR THE  
JOINT MEETING OF THE  
FOOTHILL TRANSIT SPECIAL GOVERNING BOARD  
AND SPECIAL EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790



Friday, June 8, 2012

8:00 AM

CALL TO ORDER

1. Call to order (Governing Board and Executive Board). (12-2603)

**The Foothill Transit Governing and Executive Board meetings were called to order by Chair Pat Wallach at 8:05 a.m.**

PLEDGE OF ALLEGIANCE

2. Pledge of Allegiance (Governing Board and Executive Board). (12-2604)

**Pledge of Allegiance was led by Treasurer Paula Lantz.**

ROLL CALL

3. Roll call (Governing Board and Executive Board). (12-2605)

**Roll call for the Foothill Transit Governing and Executive Board meetings was taken by Mr. Garen Khachian, Staff, Board of Supervisors Office, Commission Services Division. Attendance for the Governing and Executive Boards was as follows:**

Present: 4 - Chair Pat Wallach, Vice Chair  
Doug Tessitor, Treasurer Paula Lantz,  
Member Carol Herrera

Excused: 1 - Member Margaret McAustin



**Present:** 21 - Member Corey Calaycay, Member Paula Lantz, Member Robert F. Rodriguez, Member Emmet Bader, Member Antonio Cartegena, Member Keith Hanks, Member Marlen Garcia, Member Doug Tessitor, Member Manuel Garcia, Member Michael Touhey, Member Robert Harbicht, Member Richard G. Barakat, Member Tzeitel Paras-Caracci, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino "J" Gomez, Member Jeff Parriott, Member Hector Delgado, Member Michael De La Torre, Member Pat Wallach and Member David C. Rodriguez

**Excused:** 5 - Member Peggy A. Delach, Member Becky A. Shevlin, Member Margaret McAustin and Member Violeta Lewis

**I. PUBLIC COMMENT**

4. Public comment (Governing Board and Executive Board). (12-2606)

**No members of the public addressed the Foothill Transit Governing/ Executive Board.**

**II. ADMINISTRATIVE MATTERS**

5. Approval of minutes for the Joint Meeting of the Annual Governing Board Meeting of May 9, 2012. (12-2607)

**On motion of Member Corey Calaycay, seconded by Member Marlen Garcia, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**III. PRESENTATIONS**

6. FOOTHILL TRANSIT PROGRAM UPDATES (Governing Board)

- 6.1 Recommendation to receive and file the Foothill Transit Program Update on Bus Stop Enhancement Program. (12-2608)

**La Shawn Gillespie, Director of Planning, presented this item and reported the following:**

- **Foothill Transit bus stop enhancement program has been developed with the concept that the bus stop is the “front door” of Foothill Transit’s service. The program provides funds to cities to improve bus stops by providing financial assistance to cities as they upgrade bus**

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stops with shelters, safety improvements, route information, and other customer amenities.

- The established process for funding projects is a call for applications issued to the Joint Powers Authorities (JPA) member cities and the County of Los Angeles for projects in which Foothill Transit provides funding up to \$35,000. Cities implementing additional amenities such as innovative lighting, drinking fountains or supplemental devices for the disabled, passenger related technologies were eligible to receive up to \$5,000 in additional funding.
- In the Fiscal Year 2012 Business Plan, The Governing Board approved \$1,000,000 to fund the Bus Stop Enhancement Program. Funding for the Bus Stop Enhancement Project has been carried over into to Fiscal Year 2013 Business Plan to provide additional grants to the member cities.
- Since 2007, more than \$455,000 in grants has been provided to Foothill Transit Member Cities and the County of Los Angeles through the Foothill Transit Bus Signal Priority Project.

After discussion, by common consent and there being no objection, this item was received and filed.

6.2 Recommendation to Receive and file the Foothill Transit Program Update on Legislation. (12-2609)

David Reyno, Director of Government Relations, presented this item and reported on the following:

1) Public Transit Agency Tax Exemptions

- In 2008, Foothill Transit sponsored, and Assemblyman Ed Hernandez authored, AB 2009 to exempt public transit agencies from "Utility User Tax" on natural gas used to power their buses. This bill passed unanimously in 2008.
- SB 1257, (Hernandez) - Utility user tax: exemption: public transit vehicles, has unanimously passed in the Senate and is currently in the State Assembly where it has been referred to two committees, the Revenue and Taxation Committee and Local Government Committee. On May 2, Vice Chair Doug Tessitor and Treasurer Paula Lantz testified before the Senate Governance & Finance Committee on behalf of Foothill Transit for this Bill.

**2) Public Transit Bus Axle Weight.**

- This State law created in 1976 limits the overall weight of a bus on one axle to 24,500 lbs. The majority of public transit buses on the road today exceed this limitation. Advances in bus technology have contributed to the weight increase.
- Assemblyman Mike Eng, authored AB 1706. The Bill is sponsored by the California Transit Association and will put a moratorium on the weight limit of public transit buses until January, 2015 to allow time for the transit industry, including the bus manufacturers, to work with all interested parties including the California League of Cities to come up with a reasonable solution. AB 1706 passed in the Assembly and now awaits committee assignment in the State Senate.

**3) Six-year surface transportation authorization bill.**

- The current Authorization Bill, SAFETEA-LU (The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) expired on September 30, 2009. President Obama signed the ninth extension of the law that now expires on June 30, 2012.
- The most critical issue of this bill is the preservation of current law under which a specific portion of motor fuels tax revenues are deposited into the Mass Transit Account of the Highway Trust Fund.

After discussion, by common consent and there being no objection, this item was received and filed.

**7. PROPOSED SILVER STREAK PROMOTIONAL FARE REDUCTION (Governing Board)**

Recommendation: In accordance with the Executive Board's recommendation, authorize the Executive Director to implement the Proposed Silver Streak Promotional Fare Reduction detailed below. (12-2610)

**La Shawn Gillespie, Director of Planning, presented this item and gave the following report:**

**The outreach campaign included:**



- Newspaper Advertisements
- E-Notices
- Information in Foothill Transit's Footnotes Edition
- Social Media notices
- Public Hearings held on May 23, 2012 (El Monte) and May 24, 2012 (Pomona)

**Customer Responses included:**

- 37 Comments via e-mail were received
- 31 responses in support of the proposed fare reduction
- 2 did not support the proposal
- 4 responses received were neither in support or opposition of the proposal
- Public Hearings were held - - May 23, 2012 in El Monte, with two attendees/speakers supporting the proposal, and on May 24, 2012 in Pomona; no one attended this meeting.

**Title VI Analysis included:**

- Assessment the effects of change on minority or low-income populations.
- Modes of payments
- Analyzing Alternatives
- Anticipation to have minimal, if any, negative impacts on low-income and minority populations
- Includes cash fares
- Alternative could include decreased frequencies or service that does not meet the demands of the community

In response to Member Robert Harbicht, Mr. Doran Barnes, Executive Director, Foothill Transit stated the goal is avoiding erosion of customer ridership, cutting confusion regarding prices, and giving customers a better service with simple plans.

Member Antonio Cartagena, reported he used to use the Silver Line; the proposed reduction will definitely help the average family; he supports the proposal.

After discussion, on motion of Member Tzeitel Paras-Caraci , seconded by Member Michael De La Torre, unanimously carried, this item was approved.

Attachments:    [SUPPORTING DOCUMENT](#)

**IV. EXECUTIVE DIRECTOR COMMENT**

8. Comment by Mr. Doran Barnes Executive Director, Foothill Transit Governing Board and Executive Board. (12-2612)

**Mr. Doran Barnes, Executive Director, Foothill Transit thanked all members for attending today's meeting, albeit some members had an overlapping Vector meeting earlier in the day and reported the following:**

- **The next Governing Board meeting will be held in Fall; updates on Silver Streak line and Bus Enhancement Program will be given at that time.**
- **Felicia Friesema, has been promoted to the Director of Marketing and Communication, and has been recognized as one of the top 40 Professionals under the age of 40 by the Bus Transit Magazine.**

**After discussion, by common consent and there being no objection, this item was received and filed.**

**V. GOVERNING BOARD MEMBER COMMENT**

9. Comments by Members of the Foothill Transit Governing Board and Executive Board. (12-2613)

- **Member Richard Barakat (Councilmember, City of Bradbury), requested that the projection for the last five year of ridership actual and projections be provided to him. Mr. Barnes, Executive Director, Foothill Transit, stated that information is available and will be provided to him.**
- **Member Tzeitel Paras-Caracci (Councilmember, City of Duarte), reported the City is having a summer day camp that emphasizes public transportation (Foothill Transit and the Gold Line) to high school students.**
- **Member Marlin Garcia (Councilmember, City of Baldwin Park), suggested information regarding the Foothill Streak Line Fare should be linked to all participating cities. La Shawn Gillespie, Director of Planning, Foothill Transit, reported that articles regarding Foothill Transit are provided to the local cities and local newspapers.**

**After discussion, by common consent and there being no objection, this items was received and filed.**

**VI. ADJOURNMENT**

10. Adjournment of the June 8, 2012 Foothill Transit Governing Board Meeting. (12-2614)

**There being no further business, on motion of Member Manuel Garcia, seconded by Member Tzeitel Paras-Caracci, the Foothill Transit Governing Board meeting was adjourned at 9:00 a.m.**

**The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Pat Wallach, at 9:10 a.m.**

**VII. DISCUSSION ITEMS (REGULAR AGENDA)**

11. CHANGE NOTICE AND CONTRACT AMENDMENT FOR FARE COLLECTION EQUIPMENT (Executive Board)  
Recommendation: Authorize the Executive Director to issue a Change Notice and execute an amendment to Agreement No. 03-009 with Cubic Transportation in the amount of Three Hundred and Fifty Thousand Dollars (\$350,000) for the purchase of additional Access Pass (TAP) enabled equipment. (12-2615)

**Richard Hasenohrl, Director of Finance, presented this item and reported the following:**

**The review of the probing and vaulting process at the Arcadia facility has prompted the need for a security enhancement. Industry best practice dictates that bus probing and vaulting should be completed immediately after entering the facility, which is not the current practice that is in place. Currently buses are probed, vaulted and fueled in the evening; this practice has allowed buses to be parked for extended periods of time with fareboxes containing money. Therefore, the purchase of additional equipment will provide a new service lane allowing buses to be probed and vaulted immediately after entering the facility.**

**On motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**VIII. NOTICE OF CLOSED SESSION**

**RECESS**

The Foothill Transit Executive Board recessed to Closed Session at 9:12 a.m. following Agenda Item No. 11. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Pat Wallach, at 9:50 a.m.

The following members were present: Chair Wallach, Vice Chair Tessitor, Treasurer Lantz, Members Herrera. (12-2754)

**12. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8) (Executive Board)**

Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101 N. Diamond Bar Blvd., Diamond Bar.

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Gary George, Right of Way Airspace - Caltrans  
Under Negotiation: Price and Terms (12-2616)

**Darold Pieper, General Counsel, reported that the Executive Board, during closed session took the following action; authorize the Executive Director to send a letter to the City of Diamond Bar expressing Foothill Transit's commitment to the construction of a proposed PARK-N-RIDE parking structure at 100-101 N. Diamond Bar Blvd., in supporting a collateral relinquishment of that real property by Cal Trans to the City of Diamond Bar.**

**IX. ADJOURNMENT**

**13. Adjournment of the June 8, 2012 Foothill Transit Executive Board Meeting. (12-2617)**

**There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:52 a.m.**



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, June 29, 2012**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (12-2932)

**The meeting was called to order by Chair Wallach at 8:00 a.m.**

**PLEDGE OF ALLEGIANCE**

2. Pledge of Allegiance. (12-2933)

**The Pledge of Allegiance was led by Member Carol Herrera.**

**ROLL CALL**

3. Roll call. (12-2934)

**Roll call was taken by Mr. Garen Khachian, Staff, Board of Supervisors  
Executive Office, Commission Services Division.**

Present: Chair Pat Wallach, Treasurer Paula Lantz, Member Carol  
Herrera, Member Margaret McAustin and Member Peggy A.  
Delach

**I. ADMINISTRATIVE MATTER**

4. Approval of the minutes for the Regular Meeting of May 25, 2012. (12-2935)

**On motion of Treasurer Paula Lantz, seconded by Member Margaret  
McAustin with Member Peggy Delach abstaining, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

## **II. PRESENTATIONS**

5.       Presentations:

5.1     Contractors' Employee Presentation. (12-2936)

**Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona Location First Transit Operator of the Month:**

- **Jose Toro, Operator of the Month (March 2012)**

5.2     New & Promoted Staff (12-3022)

**Doran Barnes, Executive Director, Foothill Transit, recognized the following newly hired and promoted staff:**

***New Hire***

- **Vincent Perez, Customer Service Representative (May 2011 - Puente Hills Transit Store)**
- **Viviana Romo, Safety & Security Manager (May 2012)**

***Promoted***

- **Felicia Friesema, Director of Marketing & Communication**

5.3     Presentation to Valerie Flores & Wayne Fritz (12-3023)

**Doran Barnes, Executive Director, Foothill Transit, recognized Valarie Flores, former General Manager, Arcadia Operations & Maintenance Facility and Wayne Fritz, former Regional Vice President of Operations, MV Transportation for their services while in contract with MV Transportation.**

5.4     Presentation to Past Board Chair Carol Herrera (12-3024)

**Doran Barnes, Executive Director, Foothill Transit, presented Carol Herrera, former Chair of the Executive Board, with a crystal vase memento. Mr. Barnes and the Executive Board thanked Ms. Herrera for providing valuable time, expertise, and leadership to the Foothill Transit Board.**

**After discussion, by common consent and there being no objection, this item was received and filed.**



**III. PUBLIC COMMENT**

6. Public Comment. (12-2937)

**The following members of the public addressed the Foothill Transit Executive Board: Jorge Rosales, Merrie Suydam and Jeri Vogel.**

**IV. CONSENT CALENDAR**

7. MAY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2012. (12-2942)

**On motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

8. MAY PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the May 2012 Performance Indicators Report. (12-2943)

**On motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

9. REQUEST FOR PROPOSALS - STATE ADVOCACY SERVICES

Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 13-002 to obtain state advocacy services for Foothill Transit. (12-2996)

**On motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**10. CONTRACT AWARD - NON-REVENUE SUPPORT VEHICLES**

Recommended Action: Authorize the Executive Director to enter into an agreement in the amount of \$507,279 with Wondries Toyota of Alhambra for the purchase of 17 non-revenue gasoline hybrid Toyota sedans. (12-2997)

**On motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**11. APTA SECRETARY TREASURER ENDORSEMENT**

Recommended Action: Endorse Foothill Transit Executive Director Doran Barnes for the voluntary elected position of Secretary/Treasurer of the American Public Transportation Association (APTA). (12-2998)

**On motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**V. DISCUSSION ITEMS (REGULAR AGENDA)**

**12. ECOLINER PROGRAM UPDATE**

Recommended Action: Receive and file the Ecoliner Program Update. (12-2999)

**George Karbowski, Director of Maintenance & Vehicle Technology, presented this item.**

***Operating Profile Overview***

- **Shadow service commenced September 2010**
- **Buses upgraded one at a time beginning in Fall 2011**
- **Dedicated run began in October 2011 (160 mile/day, 1 bus)**
- **Two dedicated runs began in April 2012 (300 mile/day, 2 buses)**
- **55,000 in-service miles accumulated**

***Emissions Benefits***

- **371,000 LBS CO2 Saved using Ecoliners instead of Compressed Natural Gas (CNG)**

***Advances in Electrical Vehicle Technology***

- Battery prices down 30% over 2009
- Charger prices dropping
- Charger size getting smaller
- Electrical Vehicle prices falling as demand and production increases
- Major players entering the business (GE, Siemens, Eaton)
- Southern California Edison increases understanding of grid impacts

***Public Utilities Commission (PUC) Nearing Rate Decision***

- PUC target resolution date: July 7, 2012
- Proposed Short Term Solution: 3 year per kWh rate “cap”
- Long Term Solution: PUC would develop broad rate case on Electrical Vehicle Charging

After discussion, on motion of Treasurer Paula Lantz, seconded by Member Peggy Delach, unanimously carried, this item was received and filed.

Attachments:    [SUPPORTING DOCUMENT](#)

**13. COLLEGE PASS PROGRAM UPDATE**

Recommended Action: Receive and file the Foothill Transit College Pass Program Update. (12-3000)

**Felicia Friesema, Director of Marketing & Communication, presented this item, and reported the following:**

***Rio Honda College***

- Go RIO Program
- Started in 2007
- Funded by student fees
- Offered to full-time students
- Significant growth since inception

***2012 Analysis***

- Current subsidy is \$5,000 per semester
- Average fare per boarding is \$0.35
- Average fare per boarding system-wide is \$1.25

***Memorandum of Understanding (MOU) Renegotiation***

- Graduated increase in subsidy

- \$17,500 for 2012-2013 academic year

*Pasadena City College*

- iTAP Program
- Started in 2010
- Significantly discounted semester pass
- Offered to full-time students

*2012 Analysis*

- Current subsidy is \$30,000 per semester
- Average fare per boarding is \$1.18
- Average fare per boarding system-wide is \$1.25

*Memorandum of Understanding (MOU) Renegotiation*

- Extension of MOU term to one year
- Compensation currently in line with system-wide statistics

*Regional College Outreach*

- Mount San Antonio College (July meeting with college officials)
- Claremont University Consortium
- Cal Poly Pomona
- Citrus College

After discussion, on motion of Member Peggy Delach, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. 2012 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the June 2012 Legislative Summary. There are no recommended positions on bills this month. (12-3001)

**David Reyno, Director of Government Relations, presented this item and reported on the following:**

**1) Public Transit Agency Tax Exemptions**

- In 2008, Foothill Transit sponsored, and Assemblyman Ed Hernandez authored, AB 2009 to exempt public transit agencies from "Utility User Tax" on natural gas used to power their buses. This Bill passed unanimously in 2008.

- **SB 1257, (Hernandez) - Utility user tax: exemption: public transit vehicles, has unanimously passed in the Senate and is currently in the State Assembly where it has been referred to two committees, the Revenue and Taxation Committee and Local Government Committee. On May 2, Vice Chair Doug Tessitor and Treasurer Paula Lantz testified before the Senate Governance & Finance Committee on behalf of Foothill Transit for this Bill.**

***2) Public Transit Bus Axle Weight***

- **This State law created in 1976 limits the overall weight of a bus on one axle to 24,500 lbs. The majority of public transit buses on the road today exceed this limitation. Advances in bus technology have contributed to the weight increase.**
- **Assemblyman Mike Eng, authored AB 1706. The Bill is sponsored by the California Transit Association and will put a moratorium on the weight limit of public transit buses until January, 2015 to allow time for the transit industry, including the bus manufacturers, to work with all interested parties including the California League of Cities to come up with a reasonable solution. AB 1706 passed in the Assembly and now awaits committee assignment in the State Senate.**

***3) Six-year surface transportation authorization bill***

- **The Authorization Bill, SAFETEA-LU (The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) a tentative agreement on this Bill has been reached to keep programs at current funding levels through September, 2014.**

**After discussion, on motion of Member Margaret McAustin, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**15. CONGESTION REDUCTION DEMONSTRATION (EXPRESSLANES) PROJECT**

Recommended Action: Receive and file an update on the U.S. Department of Transportation's (USDOT) Los Angeles County Congestion Reduction Demonstration (ExpressLanes) Project. (12-3002)

**LaShawn, Gillespie, Director of Planning presented this item and introduced Stephanie Wiggins, Metro Executive Officer.**

**Stephanie Wiggins, reported on the current status of the project and the project schedule.**

***Program Overview***

***Goal: Move More People, Not More Vehicles***

- 1st HOT Lanes in LA County
- \$290 Million Program Budget (\$210 M UPA/CRD Grant)
- \$142 Million Transit
- \$129 Million Toll/Roadway
- \$ 19 Million ExpressPark

***More Choices for Solo Drivers***

- The FORMULA: More People in the ExpressLanes = Fewer People in the Regular Lanes = Better Traffic Flow for Everyone
- Solo Drivers w/FasTrak can pay a toll to use the ExpressLanes
- Introduces Congestion Pricing to Manage Traffic Demand

***Toll Rates***

- Minimum Toll per Mile: \$0.25
- Maximum Toll per Mile: \$1.40

**Toll Rates will vary within the range based on traffic levels in the ExpressLanes to ensure average speeds of 45 mph  
If a SigAlert occurs, the customer account will automatically be credited.**

***Marketing & Outreach***

- Media Relations



- **Marketing**
- **Dynamic Message Signs**
- **Print**
- **Radio**
- **Billboard**
- **Online banner ads**

***Outreach***

- **I-110 & I-10 Commuters**
- **Elected Officials/City Councils**
- **Business Community**

***Tips***

- **Standard FasTrak can be used to only pay a Toll. FasTrak w/switch is required to travel toll-free in LA County.**
- **AAA Members receive 20% discount when FasTrak account is opened online**
- **Equity Plan for qualified Low Income Commuters**
- **\$3 Monthly Account Maintenance Fee is Suspended only until I-110 ExpressLanes open this Fall**

**After discussion, on motion of Member Carol Herrera, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**16. CONTRACT AWARD - CONSTRUCTION OF INDUSTRY PARK & RIDE**

**Recommended Action:** Authorize the Executive Director to enter into Agreement No. 02-018 with Klorman Construction in the amount of Nine Million Five Hundred Thirty Thousand Nine Hundred Thirty Two Dollars (\$9,530,932) for construction of a multi-level 620 space parking structure in Industry Metrolink Station (Industry Park & Ride project) subject to receiving Department of Finance approval of the Industry Oversight Board Notice of Action to quit claim deed the Industry Metrolink property to the City of Industry for public purpose only. (12-3003)

**Roland Cordero, Director of Facilities, presented this item and reported the following.**

- **May 16, 2012 – Invitation for Bids (IFB) 12-018 issued**

- 
- May 23, 2012 – Job-walk and pre-bid conference
  - Bids from Klorman, Bomel, ARB Construction

The project budget was set at \$12 M and the lowest bid came in at \$9.5 M saving the agency \$2.5 M.

***Bids were competitively priced***

- Klorman was lowest responsive and responsible bidder
- Klorman has built several large capacity parking structures ranging from 820 parking stalls to 1,234 parking stalls for such clients as Sony Pictures, Higgins Development, MetLife, Archstone Builders, and Opus Development.
- On June 18, the Industry Oversight Board adopted a resolution to quitclaim deed the Industry Metrolink property to the city.

After discussion, on motion of Member Carol Herrera, seconded by Member Margaret McAustin, unanimously carried this item was approved.

Attachments: [SUPPORTING DUCMENTS](#)

**17. CONTRACT AWARD - FACILITY SECURITY ENHANCEMENTS PROJECT**

Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract in the amount of \$1,284,020.47 to G4S Technology Limited Partnership for the installation of information technology-based security equipment and communication systems at the West Covina, Arcadia, Pomona facilities and at the Kellogg Hill Communications Center, to include hardware and software, cameras, access control systems, microwave/wireless data transmission system, head end support servers, training, operations and maintenance manuals, and all required fees, permits, and licenses. (12-3004)

**Jamie Becerra, Director of Safety & Security, presented this item.**

**After discussion, on motion of Chair Patricia Wallach, seconded by Member Carol Herrera, unanimously carried, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

**18. CONTRACT TRANSITION - FOOTHILL TRANSIT ARCADIA OPERATIONS**

Recommended Action: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Arcadia. (12-3005)

**Kevin McDonald, Deputy Executive Director, presented this item and introduced Mr. Eric Estell, First Transit, West Region Vice President.**

**Mr. Estell, reported that as of June 28, 2012 First Transit has completed the hiring and on-boarding process of 363 coach operators, dispatchers, and administrative personnel to be employed as indicated in their best Final Offer submitted during the proposal evaluation process. Mr. Estell added that he looks forward to expanding the working relationship with Foothill Transit.**

**After discussion, on motion of Treasurer Paula Lantz, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**19. FISCAL YEAR 2012 MANAGEMENT CONTRACT INCENTIVE PAYMENT**

Recommended Action: Consider authorizing an incentive payment in an appropriate amount to Veolia Transportation for their efforts on behalf of Foothill Transit during Fiscal Year 2012. (12-3006)

**Darold Pieper, General Counsel presented this item and reported that Veolia Transportation has accomplished seven out of the nine performance indicators.**

**After discussion, on motion of Member Carol Herrera, seconded by Chair Patricia Wallach, unanimously carried, the Board authorized the full amount of incentive payment to Veolia Transportation for their efforts on behalf of Foothill Transit for the Fiscal Year 2012.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

20. Comment by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (12-2938)

**Mr. Barnes, reported the following:**

- **Felicia Friesema, was promoted to the Director of Marketing and Communication, and is the first female Director of Marketing.**

**Mr. Barnes thanked Linda Apodaca and Hendy Satyaputra for the slide show presentations prepared for viewing at the beginning of every Foothill Transit meeting.**

- **The Transit Board Members Seminars & Board Support Employee Development Workshop is scheduled for July 21-24, 2012 at the Sheraton Atlanta, Georgia. Vice Chair Doug Tessitor and Member Carol Herrera will be attending the Seminar.**
- **The next regular meeting of Foothill Executive Board scheduled for July 29, 2012 has been cancelled.**

**After discussion, by common consent and there being no objection, this item was received and filed.**

**VII. BOARD MEMBER COMMENT**

21. Comments by Members of the Foothill Transit Executive Board. (12-2940)

**Member Margaret McAustin, noted that this year marks the 40th Anniversary of Title IX, which contributed to enabling women to join the work force and move up. All members expressed their appreciation of all the hard work done by women before them.**

**RECESS**

The Foothill Transit Executive Board recessed to Closed Session at 9:25 a.m. following Agenda Item No. 21. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Wallach, at 9:57 a.m.

The following members were present: Chair Wallach, Treasurer Lantz, Members Delach, Herrera and McAustin (12-3125)

**VIII. NOTICES OF CLOSED SESSION**

**22. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (EB) (Government Code § 54956.8)**

Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101 N. Diamond Bar Blvd., Diamond Bar.  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Michael Miles, District 7 Director - Caltrans  
Under Negotiation: Price and Terms (12-3014)

**Darold Pieper, General Counsel, reported that the Executive Board, during Closed Session, took the following action:**

**On motion of Member Carol Herrera, seconded by Treasurer Paula Lantz, authorize the Executive Director to execute an amendment to contract 11-039 dated 2-24-2011 with Rincon Consultants, Inc. to complete the documentation required under NEPA and CEQA for the proposed park and ride facility in the City of Diamond Bar in the amount of Eighty Eight Thousand Eight Hundred Ninety Nine Dollars (\$88,899).**

**On motion of Member Carol Herrera, seconded by Treasurer Paula Lantz, authorize the Executive Director to execute an amendment to contract 11-038 dated 2-24-2011 with Walker Parking Consultants for the provision of Architectural and Engineering and Design Services related to the development of the design of a Park and Ride Facility in the City of Diamond Bar in the amount of One Hundred Forty Two Thousand Dollars (\$142,000).**

**23. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald  
Negotiating Parties: John D. Ballas, Director of Public Works, City of Industry  
Under Negotiation: Price and Terms (12-3015)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**24. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)**

Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN: 8608-027-900  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald  
Negotiating Parties: James Makshanoff, Azusa City Manager & Tito Haes, Public Works Director  
Under Negotiation: Price and Terms (12-3016)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**25. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)**

Property Address/Location: APN: 8474007035  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Andrew Pasmant, West Covina City Manager (12-3017)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**IX. ADJOURNMENT**

**26. Adjournment of the June 29, 2012, Foothill Transit Executive Board Meeting.  
(12-2941)**

**There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:00 a.m.**



August 31, 2012

To: Executive Board

Subject: **FY 2012 Financial Statements and Investment Summary**

---

## **Recommendation**

Receive and file the Financial Statements and Investment Summary for Fiscal Year 2012.

## **Analysis**

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2012.

Foothill Transit's cash position of \$66.8 million is \$3.1 million more than the previous month. This increase of cash is the net change between the uses of cash and sources of cash. Uses of cash include expenditures exceeding operating revenues by \$3.4 million and capital expenditures exceeding grant revenues by \$65,000. Sources of cash include a reduction in due from other governments of \$4.7 million, an increase in deferred revenue of \$328,000 and an increase in accounts payable of 1.6 million.

June 2012 fare revenues were \$1.70 million, which were \$147,000 more than May revenues and 7.22 percent more than the year-to-date budgeted amount. This is a continuation of the trend established in the prior fiscal year even though budgeted FY 2012 fare revenue estimates were approximately ten percent higher than FY 2011 levels. Ridership has remained relatively flat for more than a year, very similar to the economy. This continues to be good news, indicating the economy may be stabilizing with hopes of future improvements.

Operating costs through June were \$61.7 million, which is \$5.5 million less than the budget. These costs are \$2.37 million or 3.9 percent higher than for the same period one year earlier. Foothill Transit had sufficient funds to meet all of its obligations.

## **Balance Sheet Analysis (Attachment A):**

### Assets

The balance sheet as June 30, 2012 shows total assets at \$229.5 million. This total consists primarily of \$152.6 million in fixed assets and \$66.8 million in cash and investments. The cash and investments balance includes \$5.0 million invested in the Local Agency Investment Fund (LAIF); \$27.3 million in non-interest bearing accounts held with Bank of the West; \$20.4 million in an interest bearing account with Bank of the West; \$5.2 million with Chase; \$4.0 million with Bank of the West and \$2.9 million with Wells Fargo invested in FDIC insured Certificates of Deposits earning interest through

Executive Board Meeting – 8/31/12  
FY 2012 Financial Statements and Investment Summary  
Page 2

the Certificate of Deposits Account Registry Service (CDARS) program; and \$2.0 million in US Treasury Bills.

### Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West are in non-interest earning accounts to qualify for FDIC insurance, eliminating the risk of loss. The LAIF investment, the CDARS investments, the deposits with Chase and US Treasury Bills earn interest and are held for future capital and operating funding requirements. These accounts earn interest; however at a very low rate. The LAIF interest rate as of June 2012 was 0.358 percent; slightly less than the previous month's rate of 0.363 percent. The most recent change in the prime interest rate was effective December 16, 2008 reducing it to 3.25 percent. While the prime has not changed in more than two years, LAIF interest rates have continued a downward trend with small increases from time to time.

### Liabilities

The accounts payable balance is \$8.6 million. \$6.9 million of this amount represents the amount due and payable to the contractors for April, May and June services. Other amounts payable include fuel costs of \$444,000, \$190,000 due Metro for stored value sales.

### **Operating Revenue and Expense Analysis** (Attachment C):

#### Fare Revenue

June 2012 fare revenue of \$1.70 million was 18.0 percent more than the monthly budgeted amount and \$146,886 more than the previous month. Average monthly revenues through June are \$1.51 million which is \$65,752 or 4.55 percent more than the prior year monthly average. June year-to-date revenues of \$18.5 million are 7.22 percent more than the budgeted amount and \$1.1 million more than the prior fiscal year. These could be indicators that the economy is neither improving nor weakening, even though recent indicators have indicated everything but a stable economy.

State and Local Funding Subsidies of \$52.6 million (consisting of Transportation Development Act funds, Proposition A and C grants, and other income) were approximately 3.09 percent more than planned for in the budget. The major factor contributing to this increase was Measure R funding. Foothill Transit has sufficient funds to meet all of its obligations.

#### Expenses

FY 2012 operating expenses were \$61.7 million, compared with the budget of \$67.2 million. This difference of approximately \$5.5 million resulted in an 8.2 percent favorable variance. The majority of this favorable variance is the result of \$1.7 million in lower than budgeted service cost and fuel cost savings of \$2.7 million, with the balance


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spread over several departments and not attributable to any one account. It should be noted that the FY 2012 expenses of \$61.7 million are \$2.37 million more than the prior fiscal year.

Farebox Recovery Ratio

The FY 2012 farebox recovery ratio was 29.43 percent; 3.47 percent more than the performance target of 25.96 percent. The farebox recovery ratio was derived by dividing the total fare revenue (adjusted for the EZ Transit Pass revenue) figure of \$18,145,526 by the total operating expense figure of \$61,654,544. This ratio has increased 0.06 percent from the May 2012 figure of 29.37percent.

Sincerely,



Richard Hasenohrl  
Director of Finance



Doran J. Barnes  
Executive Director

Attachments



Foothill Transit  
Balance Sheet  
As of June 30, 2012

**Assets**

## Current Assets:

Cash	\$ 47,678,421
Investments	19,162,406
Due from government agencies	7,396,411
Other receivables	2,600,670
Other assets	<u>63,833</u>
Total Current Assets	76,901,742
Property & Equipment (net of depreciation)	<u>152,589,152</u>
Total Assets	<u><u>\$ 229,490,894</u></u>

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$ 8,579,961
Current portion of long term debt	1,000,000
Deferred Revenue	<u>34,842,982</u>
Total Liabilities	<u>44,422,943</u>

**Equity**

Investment in Fixed Assets (net):	
Fund Balance:	<u>185,067,951</u>
Total Equity	<u>185,067,951</u>
Total Liabilities and Equity	<u><u>\$ 229,490,894</u></u>

Summary of Cash and  
Investment Account  
For June 30, 2012

	Interest Rate	Term	Principal Amount/Book Value	Market Value
Cash:				
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$19,884,900	\$19,884,900
Petty Cash	N/A	N/A	400	400
Revolving Fund - Transit Stores	N/A	N/A	1,500	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	7,374,259	7,374,259
Bank of the West-Money Market	0.150%	Demand Deposit	10,021,423	10,021,423
Bank of the West-Money Market	0.250%	Demand Deposit	4,508,091	4,508,091
Bank of the West-CTAF <sup>3</sup> Fund	0.750%	Demand Deposit	982,247	982,247
Bank of the West-Money Market	0.250%	Demand Deposit	4,905,600	4,905,600
Subtotal Cash on Hand			<u>47,678,421</u>	<u>47,678,421</u>
Unrestricted Investments:				
Chase Business Saving	0.500%	Demand Deposit	5,159,906	5,159,906
Bank of the West-CDARS	N/A	Cert. of Deposit	4,000,000	4,000,000
Wells Fargo-CDARS	0.175%		2,988,000	2,988,000
Treasury Bills			1,998,787	1,998,787
LAIF Investment	0.381%	Demand Deposit	5,015,714	5,015,714
Subtotal Unrestricted Investments			<u>19,162,406</u>	<u>19,162,406</u>
Total Cash and Investments			<u><u>\$66,840,828</u></u>	<u><u>\$66,840,828</u></u>

**Notes:**

- 1) The investments listed above are in compliance with Foothill Transit's Investment Policy dated July 22, 2004.
- 2) Foothill Transit has the ability to meet its expenditure requirements for the next six months.
- 3) California Transit Assistance Funds



Foothill Transit  
Statement of Revenue and Expense  
For Month Ended June 30, 2012

	Actual June-12	Budget June-12	Variance Favorable (Unfavorable)	Actual June-11
<b>Operating Revenue</b>				
Farebox	\$11,322,387	\$11,719,600	(3.39%)	\$10,962,907
Pass Sales	3,202,801	2,658,400	20.48%	3,031,401
TAP Cash Purse	2,293,718	1,422,600	61.23%	2,082,281
MetroLink/Access Services	72,260	26,500	172.68%	33,033
EZ Transit Pass	1,596,360	1,415,400	12.79%	1,246,879
Total Operating Revenue	18,487,526	17,242,500	7.22%	17,356,501
<b>Non-Operating Revenue</b>				
FTA Sec 5307 Operating	761,015			4,239,628
FTA Sec 5307 ARRA				397,988
Transportation Development Act (TDA)	17,433,551	21,717,200	(19.72%)	14,090,385
STA	3,295,652	3,250,000	1.40%	5,280,754
Prop A 40% Discretionary	13,414,216	12,000,000	11.79%	12,740,786
Prop A & C Interest				(10,918)
Prop A 40% BSCP	3,796,788	2,900,000	30.92%	2,667,971
Prop C Base Restructuring	1,775,736	1,700,000	4.46%	1,741,088
Prop C BSIP	826,733	811,000	1.94%	810,601
Prop C Transit Service Expansion	295,912	290,000	2.04%	290,136
Transit Security-Operating	617,658	600,000	2.94%	543,760
Measure R Operating	8,779,338	6,290,000	39.58%	7,410,667
Excise Tax Credit				
Gain on Sale of Fixed Assets	3,154			105,429
ARRA				7,886
Auxiliary Revenue	1,634,876	1,500,000	8.99%	1,893,429
Total Non-Operating Revenue	52,634,629	51,058,200	3.09%	52,209,591
Total Revenue	71,122,154	68,300,700	4.13%	69,566,092
<b>Available Capital Funding</b>				
Capital Grants	17,231,368			15,811,066
Other				
Total Revenue and Capital Funding	88,353,522	68,300,700		85,377,158
<b>OPERATING EXPENSES</b>				
Operations	51,707,219	56,172,700	7.95%	50,130,059
Marketing and Communications	1,394,162	1,594,500	12.56%	1,239,357
Information Technology	1,379,715	1,739,000	20.66%	1,253,238
Administration	1,602,380	1,778,050	9.88%	2,114,518
Procurement	805,176	637,850	(26.23%)	
Sales and Service	1,735,282	1,748,400	0.75%	1,682,098
Finance	1,223,997	1,264,200	3.18%	1,041,172
Safety and Security	665,912	803,000	17.07%	637,635
Planning	541,960	686,600	21.07%	591,328
Building Management	598,739	726,400	17.57%	594,695
Total Operating Expenses	61,654,544	67,150,700	8.18%	59,284,098
<b>Capital and Other Expenses</b>				
Capital	17,018,402		N/A	18,296,468
Interest			N/A	
Dial-A-Ride	718,033		N/A	578,712
Special Services	131,384		N/A	202,967
Other Misc. expense	99,694		N/A	580,393
Total Capital and Other Expenditures	17,967,512		N/A	19,658,540
Increase (Decrease) of Revenues Over Expenditures	\$ 8,731,467			\$ 6,434,521



August 31, 2011

To: Executive Board

Subject: **FY 2013 Financial Statements and Investment Summary**

---

### **Recommendation**

Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013.

### **Analysis**

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition for the first month of the fiscal year ending June 30, 2013.

Foothill Transit's cash position of \$66.7 million is \$65,000 less than the previous month. This decrease of cash is the net change between the uses of cash and sources of cash. Uses of cash include an increase in amounts due from other governments of \$2.3 million, and an increase in accounts receivable of \$1.6 million. Sources of cash consisted of a \$3.6 increase in accounts payable and \$285,000 of capital grants exceeding capital expenditures.

July 2012 fare revenues were \$1.41 million, which is 8.1 percent less than the monthly budgeted amount. This is the first reduction in revenue in two years, however when combined with June 2012 increase, the resulting revenue is within 1.0 percent of the FY13 budget. It is believed this variance is due to year-end adjustments. The economy continues to show no signs of a permanent improvement.

Operating costs in July were \$5.4 million, which is \$325,000 less than the budget. These costs are \$350,000 or 0.07 percent more than for the same period one year earlier, however they include additional start-up cost related to the Arcadia operating contract. Foothill Transit had sufficient funds to meet all of its obligations.

### **Balance Sheet Analysis (Attachment A):**

#### Assets

The balance sheet as of July 30, 2012 shows total assets at \$231.0 million. This total consists primarily of \$151.8 million in fixed assets and \$66.7 million in cash and investments. The cash and investments balance includes \$5.0 million invested in the Local Agency Investment Fund (LAIF); \$22.5 million in non-interest bearing accounts held with Bank of the West; \$20.4 million in an interest bearing account with Bank of the West; \$5.0 million with Chase; \$4.0 million with Bank of the West and \$2.7 million with Wells Fargo invested in FDIC insured Certificates of Deposits earning interest through



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FY 2013 Financial Statements and Investment Summary  
Page 2

the Certificate of Deposits Account Registry Service (CDARS) program; and \$2.0 million in US Treasury Bills.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West are in non-interest earning accounts to qualify for FDIC insurance, eliminating the risk of loss. The LAIF investment, the CDARS investments, the deposits with Chase and US Treasury Bills earn interest and are held for future capital and operating funding requirements. These accounts earn interest; however at a very low rate. The LAIF interest rate as of July 2012 was 0.363 percent; slightly more than the previous month's rate of 0.358 percent. The most recent change in the prime interest rate was effective December 16, 2008 reducing it to 3.25 percent. While the prime has not changed in more than three years, LAIF interest rates have continued a downward trend with small increases from time to time.

Liabilities

The accounts payable balance is \$11.7 million. \$3.8 million of this amount represents the amount due and payable to the contractors for June and July services. Other amounts payable include fuel costs of \$437,000, Monrovia Dial-A-Ride service of \$55,000 and \$180,000 due Metro.

**Operating Revenue and Expense Analysis (Attachment C):**

Fare Revenue

July 2012 fare revenue of \$1.41 million was 8.09 percent less than the monthly budgeted amount and \$282,000 less than June 2012 revenue. However the June revenue was \$150,000 more than the monthly average and when this overage is combined with the July revenue, the resulting revenue is within 1.0 percent of the budget. As stated previously this reduction in fare revenue may be related to timing and year-end adjustments.

While July revenues (\$1.41 million) are less than the prior month, they are only slightly less (\$61,000) than the July revenue one year earlier.

State and Local Funding Subsidies of \$4.2 million (consisting of Transportation Development Act funds, Proposition A and C grants, and other income) were approximately 2.3 percent less than planned for in the budget. Foothill Transit has sufficient funds to meet all of its obligations.

Expenses

July 2012 operating expenses were \$5.5 million, compared with the budget of \$5.8 million. This difference of approximately \$325,000 resulted in a 5.6 percent favorable



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FY 2013 Financial Statements and Investment Summary  
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variance. These cost saving are spread over all department and not attributable to any one account.

Farebox Recovery Ratio

The July 2012 farebox recovery ratio was 26.5 percent; 0.26 percent less than the performance target of 26.76 percent. The farebox recovery ratio was derived by dividing the total fare revenue figure of \$1,413,122 by the total operating expense figure of \$5,333,863. This ratio decreased 2.93 percent from the June 2012 figure of 29.43 percent. The operating costs included additional start-up costs for the new operating contract increasing costs and reducing the farebox recovery ratio.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Hasenohrl".

Richard Hasenohrl  
Director of Finance

A handwritten signature in black ink, appearing to read "Doran J. Barnes".

Doran J. Barnes  
Executive Director

Attachments



Foothill Transit  
Balance Sheet  
As of July 31, 2012

**Assets**

## Current Assets:

Cash	\$ 42,928,169
Investments	23,797,734
Due from government agencies	9,876,568
Other receivables	2,436,954
Other assets	<u>178,605</u>
Total Current Assets	79,218,030
Property & Equipment (net of depreciation)	151,803,154
Total Assets	<u><u>\$ 231,021,184</u></u>

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$ 11,716,825
Current portion of long term debt	1,000,000
Deferred Revenue	<u>42,625,149</u>
Total Liabilities	<u>55,341,974</u>

**Equity**

Fund Balance:	<u>175,679,209</u>
Total Equity	<u>175,679,209</u>
Total Liabilities and Equity	<u><u>\$ 231,021,184</u></u>

Summary of Cash and  
Investment Account  
For July 31, 2012

	Interest Rate	Term	Principal Amount/Book Value	Market Value
Cash:				
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$15,132,147	\$15,132,147
Petty Cash	N/A	N/A	400	400
Revolving Fund - Transit Stores	N/A	N/A	1,500	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	7,374,259	7,374,259
Bank of the West-Money Market	0.150%	Demand Deposit	10,021,847	10,021,847
Bank of the West-Money Market	0.250%	Demand Deposit	4,509,046	4,509,046
Bank of the West-CTAF <sup>3</sup> Fund	0.750%	Demand Deposit	982,331	982,331
Bank of the West-Money Market	0.250%	Demand Deposit	4,906,639	4,906,639
Subtotal Cash on Hand			<u>42,928,169</u>	<u>42,928,169</u>
Unrestricted Investments:				
Chase Business Saving	0.500%	Demand Deposit	5,039,778	5,039,778
Bank of the West-CDARS	N/A	Cert. of Deposit	4,000,000	4,000,000
Wells Fargo-CDARS	0.175%		2,739,000	2,739,000
Treasury Bills			1,998,787	1,998,787
LAIF Investment	0.381%	Demand Deposit	10,020,169	10,020,169
Subtotal Unrestricted Investments			<u>23,797,734</u>	<u>23,797,734</u>
Total Cash and Investments			<u><u>\$66,725,903</u></u>	<u><u>\$66,725,903</u></u>

**Notes:**

- 1) The investments listed above are in compliance with Foothill Transit's Investment Policy dated July 22, 2004.
- 2) Foothill Transit has the ability to meet its expenditure requirements for the next six months.
- 3) California Transit Assistance Funds



Foothill Transit  
Statement of Revenue and Expense  
For Month Ended July 31, 2012

	Actual July -12	Budget July -12	Variance Favorable (Unfavorable)	Actual July - 11
<b>Operating Revenue</b>				
Farebox	\$909,000	\$1,045,000	(13.01%)	\$925,034
Pass Sales	228,672	237,042	(3.53%)	286,021
TAP Cash Purse	170,000	126,850	34.02%	154,225
MetroLink	4,000	2,367	69.01%	3,025
EZ Transit Pass	101,450	126,208	(19.62%)	106,596
<b>Total Operating Revenue</b>	<b>1,413,122</b>	<b>1,537,467</b>	<b>(8.09%)</b>	<b>1,474,901</b>
<b>Non-Operating Revenue</b>				
Transportation Development Act (TDA)	1,453,437	1,437,883	1.08%	
STA	338,338	338,342	(0.00%)	
Prop A 40% Discretionary	1,085,523	1,085,525	(0.00%)	1,117,852
Prop A 40% BSCP	326,563	393,542	(17.02%)	316,399
Prop C BSIP	70,369	70,367	0.00%	68,894
Prop C Base Restructuring	151,145	151,142	0.00%	147,978
Prop C Transit Service Expansion	25,187	25,183	0.02%	24,659
Prop A & C Interest				
Transit Security-Operating	59,050	59,292	(0.41%)	51,472
Measure R Operating	657,192	590,208	11.35%	787,255
Excise Tax Credit				
FTA Sec 5307 Operating				
FTA Sec 5307 ARRA				
CMAQ		83,333		
Gain on Sale of Fixed Assets				
Auxiliary Revenue	92,363	125,000	(26.11%)	91,027
<b>Total Non-Operating Revenue</b>	<b>4,259,167</b>	<b>4,359,817</b>	<b>(2.31%)</b>	<b>2,605,536</b>
<b>Total Revenue</b>	<b>5,672,289</b>	<b>5,897,284</b>	<b>(3.82%)</b>	<b>4,080,437</b>
<b>Available Capital Funding</b>				
Capital Grants	185,969			46,702
Other				
<b>Total Revenue and Capital Funding</b>	<b>5,858,259</b>	<b>5,897,284</b>		<b>4,127,138</b>
<b>OPERATING EXPENSES</b>				
Operations	4,776,367	4,809,042	0.68%	4,204,844
Marketing and Communications	82,036	149,825	45.25%	86,760
Information Technology	93,596	133,825	30.06%	376,725
Administration	114,331	160,783	28.89%	69,809
Procurement	35,081	72,233	51.43%	34,737
Sales and Service	149,081	153,933	3.15%	133,563
Finance	98,205	108,600	9.57%	95,772
Safety and Security	45,964	78,825	41.69%	51,636
Planning	42,576	79,267	46.29%	33,903
Building Management	44,627	61,367	27.28%	43,236
<b>Total Operating Expenses</b>	<b>5,481,863</b>	<b>5,807,700</b>	<b>5.61%</b>	<b>5,130,983</b>
<b>Capital and Other Expenses</b>				
Capital	297,045		N/A	46,702
Interest			N/A	
Dial-A-Ride	55,000		N/A	50,000
Special Services			N/A	
Other Misc. expense			N/A	825
<b>Total Capital and Other Expenditures</b>	<b>352,045</b>		<b>N/A</b>	<b>97,527</b>
<b>Increase (Decrease) of Revenues Over Expenditures</b>	<b>\$ 24,350</b>			<b>\$ (1,101,372)</b>





August 31, 2012

To: Executive Board

Subject: **July Performance Indicators Report**

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**This item will be provided under separate cover.**



August 31, 2012

To: Executive Board

Subject: **2012 Legislative Summary**

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### **Recommendation**

Receive and file the August 2012 Legislative Summary. There are no recommended positions on bills this month.

### **Analysis**

A summary of state and federal legislation and its status is attached. The State Legislature returned from their summer recess on August 6 and began the final flurry of activity leading up to the end of this year's session on August 31. Two key state transit bills continue to move through the legislative process. SB 1257 (Ed Hernandez), Foothill Transit's sponsored bill that would exempt from local utility users' taxes (UUT) a public transit agency's use of in-route battery charged electricity to power its buses, passed the Assembly on a 79 to 0 vote. The bill went back to the State Senate where it was voted 34 to 0 for concurrence of the Assembly amendments. SB 1257 is now on to the Governor.

AB 1706 (Mike Eng), the California Transit Association (CTA) bill dealing with state limitation on bus axle weight passed unanimously out of the Senate Appropriations Committee. The next step for the bill is the Senate Floor. Assemblyman Eng took amendments in committee that clarify a permanent grandfathering provision for all buses procured before 2013, and clarify that transit systems can purchase and operate overweight buses during the 2013-2015 timeframe.

After nine extensions and just over two years and nine months, President Obama signed H.R. 4348 on July 6, 2012 in the East Room of the White House. The new transportation reauthorization law, known as the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) replaces SAFETEA-LU as the latest federal legislation reauthorizing taxes that support the Highway Trust Fund authority to make expenditures from that fund through September 30, 2014. The law provides road and transit funding for the next two years.

Prior to the President's action, the House of Representatives, 373 to 52 and Senate, 74 to 19 voted to pass the Conference Report on June 29 to the MAP-21 Legislation. The final conference agreement provides for a limited increase for Federal Transit Programs, providing a total of \$10.57 billion in authorized funding in FY 2013 and \$10.69 billion in FY 2014. Funding authorized from the Mass Transit Account of the



Executive Board Meeting – 8/31/12  
2012 Legislative Summary  
Page 2

Highway Trust Fund amounts to \$8.478 billion in FY 2013 and \$8.595 billion in FY 2014, with \$2.1 billion authorized from the General Fund in each fiscal year.

### Financial Impact

We anticipate that MAP-21 will mean that federal formula funding will remain much the same over the next two years for the L.A. County region.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

# 2012 Legislation Summary

Current as of 8/21/2012

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 147	Dickinson	Existing law under the Subdivision Map Act authorizes cities and counties to charge developer fees to defray the costs of infrastructure improvements to support development projects. Development impact fees levied under the Subdivision Map Act are charged as a condition of approval of a final map or building permit. Current law limits the use of these fees for the mitigation of traffic impacts to bridges and major thoroughfares. AB 147 would authorize a local agency to also use this fee for transit, bicycle, and pedestrian facilities.	This bill could mean more local money provided to Foothill Transit for facility construction.	Signed by the Governor & Chaptered by the Secretary of State - 9/6/2011	CTA - Support	Support Position Adopted 3/25/2011
AB 345	Atkins	Would require the Department of Transportation (Caltrans) to ensure that any committee or formal group of the California Traffic Control Devices Committee (CTCDC) includes representation from all users of the road, including public transit, thereby improving the implementation of complete streets policies.	This bill will make certain that the interests of state public transit agencies including Foothill Transit are represented on the CTCDC.	Senate Inactive File	CTA - Support	Support Position Adopted 5/27/2011
AB 485	Ma	Would provide an optional financing mechanism to allow transit agencies greater incentives and opportunities to explore transit-oriented development (TOD) options with local governments. Furthermore, if a city or county wishes to pursue a TOD project with a local transit agency within an existing "transit village development district," they may pursue an agreement setting forth the conditions by which bonds could be issued to develop and make improvements to a specific transit station.	This bill would provide Foothill Transit greater opportunities to work with our member cities and the County to pursue transit oriented development partnerships.	Senate Inactive File	CTA - Support	Support Position Adopted 4/27/2011
AB 650	Blumenfeld	This bill would establish the Blue Ribbon Task Force on Public Transportation for the 21st Century and would require the task force to be comprised of 12 specified members appointed by the Senate Committee on Rules and the Speaker of the Assembly by March 31, 2012. The bill would require the task force to prepare a written report that contains specified findings and recommendations relating to the current state of California's transit system, the estimated cost of creating the needed system over various terms, and potential sources of funding to sustain the transit system's needs, and to submit the report by March 31, 2013, to the Governor and other key legislative bodies.	We understand that members of the environmental community will have a role on the Task Force which brings an important voice for transit into the mix who has not been actively involved previously.	Vetoed by the Governor -- 9/26/2011	CTA -- Support LA Metro - Support	Support Position Adopted 3/25/2011
AB 1097	Skinner	Would require the Secretary of the Business, Transportation and Housing Agency to authorize a state or local agency receiving federal funds for transit purposes to provide a bidding preference to a bidder if the bidder meets or exceeds Buy America requirements applicable to federally funded transit projects.	Existing federal guidelines preclude state transit agencies that receive federal funds from crediting American-made products and manufacturing at a greater than 60% level unless a state Buy American provision exists in statute that is more stringent than Federal Transit Administration (FTA) standards. The State of California currently has no such preference law. By authorizing transit agencies to assign more credit to bidders that use a higher percentage of domestic content	Signed by the Governor & Chaptered by the Secretary of State - 10/2/2011	CTA -- Support	Support Position Adopted 8/26/2011

# 2012 Legislation Summary

Current as of 8/21/2012

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1446	Feuer	Existing law authorized the Los Angeles County Metropolitan Transportation Authority (Metro) to adopt a ½-cent sales tax in Los Angeles County for 30 years, subject to a two-thirds approval of local voters. The sales tax, presented to the voters as Measure R, was approved in 2008. Metro is required to allocate 20% of the proceeds derived from the ½-cent sales tax for bus operations and 5% for rail operations. Revenue is dedicated to construction and operation of rail, highway and bus projects in Metro's Long Range Transportation Plan (LRTP), as well as local initiatives such as street and signal improvements, bicycle and pedestrian projects, and more. Existing law also authorizes Metro to incur bonded indebtedness payable from the proceeds of Measure R. This bill would authorize Metro to place on a ballot for Los Angeles County voter approval the permanent extension of the existing county-wide ½ cent sales and use tax. AB 1445 only pertains to Los Angeles County and will not change the project list detailed in existing law, and every area of the County will benefit. All Measure R rail, highway, bus and other projects will be accelerated at the same rate, without prioritizing any one category.	than federal guidelines require, this bill may assist in stimulating more manufacturing in this country to support transit needs and create jobs in the United States and California.	Assembly Floor	CTA -- Support, Metro -- Support, California Chamber of Commerce -- Support	Support Position Adopted 5/25/2012
AB 1585	Perez	Existing law dissolved redevelopment agencies (RDA's) and community development agencies as of February 1, 2012. This bill would amend the law so that an agreement that provided loans or other startup funds for the agency that was entered into within 2 years of the formation of the agency is valid and binds the successor agency. The bill would expand this exception to include an agreement involving a loan specific to a project area and other specified obligations.	This bill will allow Foothill Transit to move forward with negotiations on a much needed park and ride project in West Covina that had been suspended since the RDA law was passed.	Senate Floor		Support Position Adopted 4/27/2012
AB 1706	Eng	Under existing state law, the maximum gross weight of a public transit bus on any one axle is prohibited from exceeding 24,500 pounds. However, that restriction was created in 1976, and, is only 500 pounds heavier than the restriction generally placed on any other type of vehicle operating on the city streets, county roads and state highways. This bill would exempt public transit buses from this weight limitation until January 1, 2016 and until that date, prohibit a public transit system from procuring a new transit bus whose gross weight exceeds the gross weight of the heaviest transit bus in the system's existing bus inventory, for that transit bus' fleet class as of December 31, 2012. The bill would require the Secretary of the Business, Transportation and Housing Agency to convene a task force for the purpose of preparing a report concerning the maximum axle weight limitations in federal and state statutes applicable to transit buses. The bill would specify the information, analyses, and recommendations to be included in the	The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology. This bill will protect us from being subject to citations and costly permits until a reasonable solution can be determined.	Senate Floor	CTA - Support	Support Position Adopted 4/27/2012



# 2012 Legislation Summary

Current as of 8/21/2012

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 2405	Blumenfield	report and would require the report to be submitted by January 1, 2015, to the appropriate Senate and Assembly Committees of the Legislature that oversee transportation issues.  This bill would exempt a vehicle that meets California's enhanced AT PZEV (Advanced Technology Partial Zero Emission Vehicle) standard from toll charges imposed on single-occupant vehicles in lanes designated for tolls unless prohibited by federal law.	The proliferation of hybrid vehicles, or any additional exceptions for that matter, into carpool lanes defeats the purpose of providing considerable traffic flow and adds to the congestion that buses would encounter in such lanes. Foothill Transit has encountered added congestion that has impacted our on time performance on these high occupancy vehicle lanes due to the addition of these low emission vehicles. In addition, several jurisdictions are considering congestion pricing and exempting AT PZEVs may reduce revenue estimates for using high-occupancy toll lanes. The new Express Lanes Demonstration Project on the 10 Freeway beginning in 2013 is an example.	Senate Floor	CTA - Oppose	Oppose Position Adopted 4/27/2012
ACA 23	Perea	Would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	Existing law under the California Constitution requires the approval of a 2/3rds majority of voters on any special taxes proposed. Reducing this threshold will improve the chances for badly needed local transportation projects to move forward.	Assembly Floor	CTA - Support	Support Position 3/23/2012
SB 582	Emmerson	Existing law requires transportation planning agencies to undertake various transportation planning activities, including preparation of a regional transportation plan and also requires transportation planning agencies that are designated under federal law as metropolitan planning organizations (MPO's) to include a sustainable communities strategy as part of the regional transportation plan for their region. SB 582, beginning on January 1, 2013, would authorize a metropolitan planning organization, in partnership with the local air quality management district, to adopt a commute benefit ordinance that requires covered employers operating within the common jurisdiction of the organization and district with 20 or more covered employees to offer those employees certain commute benefits.	Additional commuter benefits could mean more potential riders on Foothill Transit's system.	Vetoed by the Governor - 8/1/2011	CTA - Support	Support Position Adopted 3/25/2011

# 2012 Legislation Summary

Current as of 8/21/2012

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 1257	Hernandez	Foothill Transit's sponsored bill that exempts from any utility user's tax (UUT) imposed by any local agency the consumption of electricity by a local agency or public transit operator for transportation purposes and is dedicated to serve the local agency or public transit operator.	Will save Foothill Transit the annual cost in local taxes as well as other transit agencies potential UUT tax savings.	Governor's Desk		Support Position Adopted 3/23/2012
H.R. 1380	Sullivan	The New Alternative Transportation to Give Americans Solutions Act of 2011 is designed to promote a switchover from petroleum-based fuels to natural gas for transportation. The bill would provide a variety of tax breaks to transit agencies, trucking companies, vehicle owners and vehicle manufacturers to transition from gasoline and diesel to natural gas and provide approximately \$5 billion in subsidies over a five year period. Transit agency tax breaks would include amending the Internal Revenue Code to allow an excise tax credit through 2016 for alternative fuels and fuel mixtures involving compressed or liquefied natural gas.	The extension of the alternative fuels excise tax credit until 2016 would provide Foothill Transit with an ongoing operating funding source for the next five years.	House Committee on Energy and Commerce	Clean Energy	Support

August 31, 2012

To: Executive Board

Subject: **Contract Amendment – Exterior Cladding System Replacement and Related Improvements**

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## **Recommendations**

Authorize the Executive Director to issue Contract Amendment No. 4 to Contract 10-054 for Architectural and Engineering services in the amount of Sixty-Eight Thousand Dollars (\$68,000).

## **Analysis**

At the September 30, 2011 Executive Board Meeting, the Executive Board approved replacement of the existing exterior Travertine cladding system with the “Louvers” design at an estimated cost of Four Hundred Seventy Three Thousand Dollars (\$473,000).

Although an off-the-shelf product, the exterior louver system requires significant coordination with various manufacturers to assist in the development of the assembly details specific to the project.

Several designs were prepared for the first floor elevator lobby area. At the request of Foothill Transit, the lobby was re-designed to be more streamlined and to coordinate with the exterior cladding design.

Signage options for the south fascia of the building were prepared to assist Foothill Transit in negotiations with Chase Bank, whose lease includes certain signage rights on the exterior of the building. Additional studies and renderings were developed demonstrating the size and location of the proposed Chase logo on the south fascia of the building. Also, a separate signage permit was required by the City of West Covina and was not part of the original building permit process.

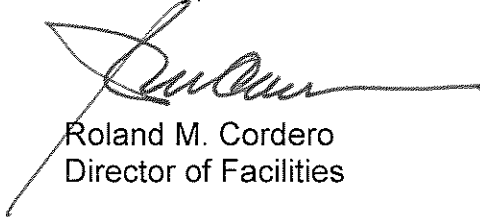
Foothill Transit has requested that the Consultant provide Construction Administration and develop Record Drawings related to the interior lobby of the Administrative Office Building and related to signage and lighting for the new exterior louvers to be installed on the Administrative Office Building.

Executive Board Meeting – 8/31/12  
Contract Amendment – Exterior Cladding System Replacement  
and Related Improvements  
Page 2


## Fiscal Impact

The approved Fiscal Year 2013 Business Plan includes funding for Administrative Office Maintenance and Upgrades.

Sincerely,



Roland M. Cordero  
Director of Facilities



Doran J. Barnes  
Executive Director



August 31, 2012

To: Executive Board

Subject: **Contract Amendment – Industry Park & Ride Architectural and Engineering Services**

---

### **Recommendation**

Authorize the Executive Director to issue Contract Amendment No. 2 to Agreement No. 11-038 with Walker Parking Consultants in the amount of Eighteen Thousand Four Hundred Seventy Six Dollars (\$18,476.00)

### **Analysis**

The original design for the Industry Park & Ride structure includes hose bibs on each level. The Los Angeles County review agency's code interpretation requires that if there are hose bibs within the parking structure, drainage shall discharge to the sewer system instead of the storm water system.

Elevation data on the existing utility lines is not available from the city or the utility companies. This has warranted the need for exploratory investigation (potholing) and off-site field survey to determine the exact location of the existing utility lines under Brea Canyon Road. The data obtained from the potholing and field survey will determine whether it is feasible to connect the drainage to the existing sewer system and subsequently keeping the hose bibs within the parking structure.

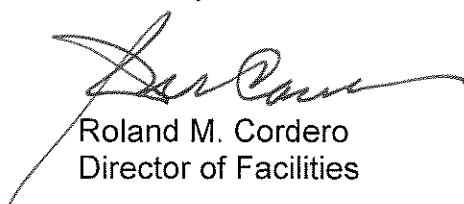
Local utility companies mandated that the potholing work be done by hand digging instead of using vacuum extraction method. Hand digging work is quite extensive and labor intensive versus the vacuum extraction method.

Since the potholing and field survey is not covered under the existing contract, Walker Parking Consultants has submitted a change order request in the amount above to perform potholing and field surveying by hand.

### **Budget Impact**

Funds for the project are included in Foothill Transit's FY 2013 Business Plan.

Sincerely,



Roland M. Cordero  
Director of Facilities



Doran J. Barnes  
Executive Director



August 31, 2012

To: Executive Board

Subject: **Azusa Intermodal Transit Facility Project Update**

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## **Recommendation**

Receive and file the update on the Azusa Transit Facility Project.

## **Analysis**

The proposed project involves construction of an approximately 36-foot high, three-story parking structure with rooftop parking. The parking structure will be built on the existing surface parking lot adjacent to Veterans Freedom Park, a small area in the southwest corner of the park, and part of Alameda Avenue. With 520 parking spaces, the parking structure will serve patrons of the future Gold Line Extension, Foothill Transit bus patrons, Veterans Freedom Park, museum, and Civic Center. The structure will also replace the 80 surface parking spaces taken by the structure resulting in a net increase of 440 new parking spaces. One area of the park consisting of 9,211 square feet will be used to accommodate the parking structure. This area of the park will be replaced with 9,484 square feet of additional parkland created on the eastern edge of the Civic Center surface parking lot and 13,963 square feet of additional parkland created on the existing surface parking lot for the Durrell House and an area north of the Azusa Historical Museum. This would result in a net addition of 14,236 square feet of parkland (9,484 sq. ft. + 13,963 sq. ft. – 9,211 sq. feet).

The existing restroom and children's play area will be relocated within the park east of the structure. A gazebo located in the Civic Center plaza will also be relocated. Three bus bays would be located adjacent to the parking structure along Alameda Avenue. One additional bus bay would be located along the southern curb of Santa Fe Avenue between Azusa and Alameda Avenue that may include space for an electric bus charging station.

## **Project Milestones:**

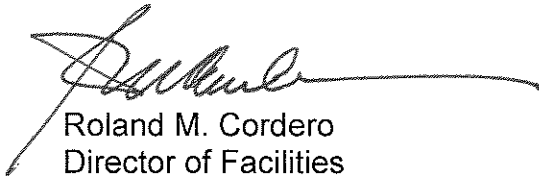
- November 14, 2011 – Issued Notice of Preparation of environmental documents
- July 3, 2012 – Notice of Availability of environmental documents
- July 25, 2012 – State of California, State Historic Preservation Officer - Concurrence on a determination of "No Adverse Effect" to historic resources under Section 106 of the National Historic Preservation Act.
- August 15, 2012 – Notice of Public Hearing and Azusa Planning Commission Meeting

Executive Board Meeting – 8/31/12  
Azusa Intermodal Transit Facility Project Update  
Page 2

## Budget Impact

Funds for the project are included in Foothill Transit's FY 2013 Business Plan.

Sincerely,



Roland M. Cordero  
Director of Facilities

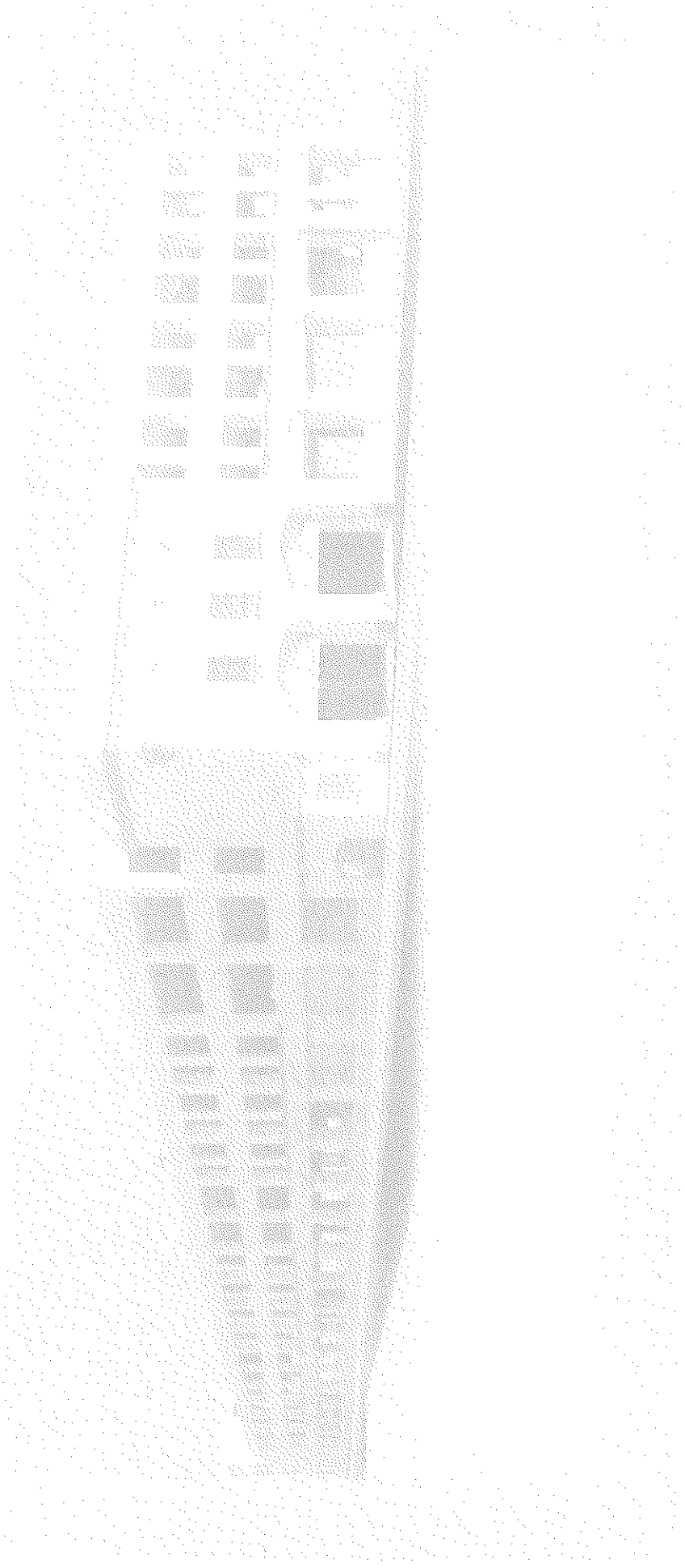


Doran J. Barnes  
Executive Director

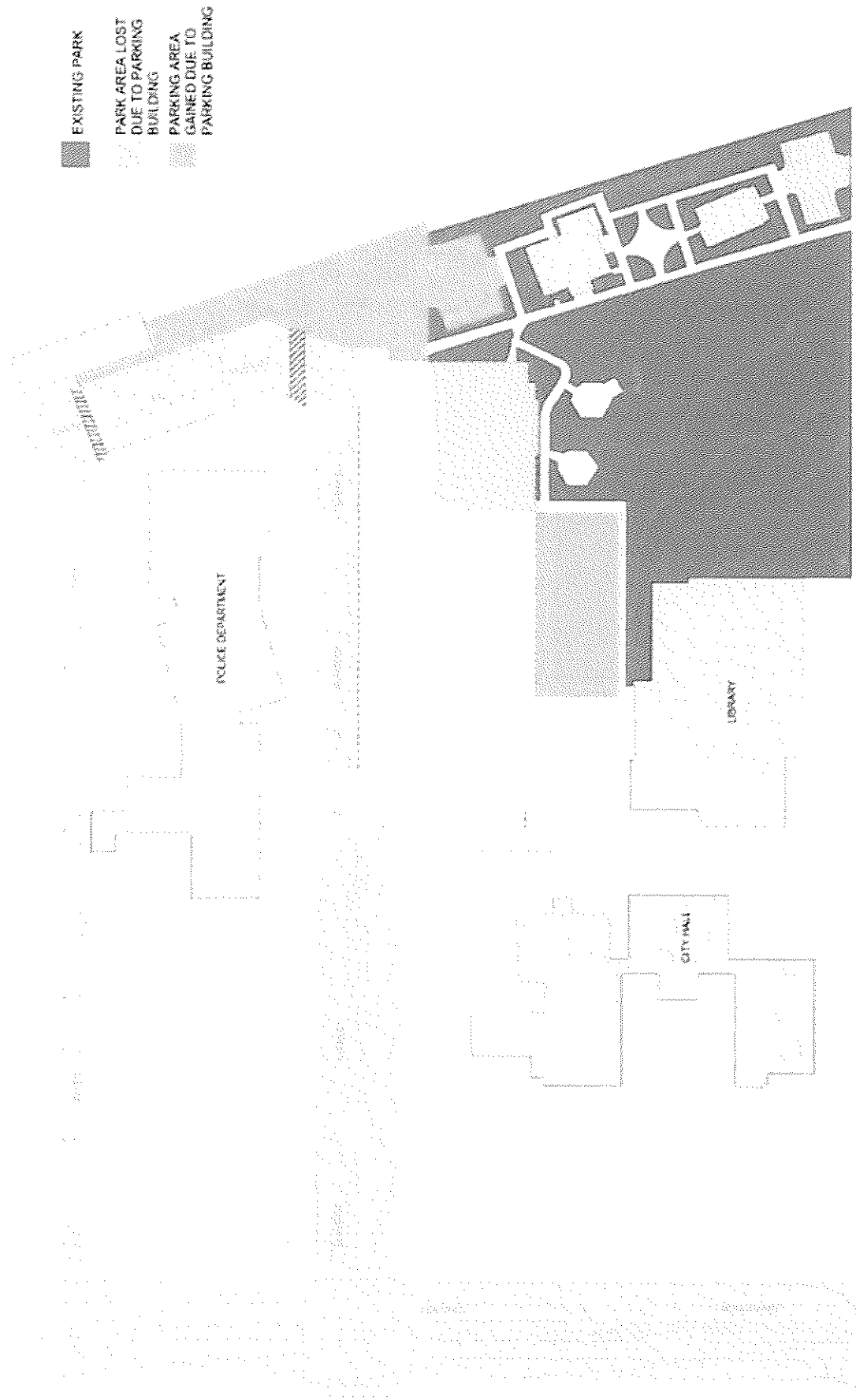
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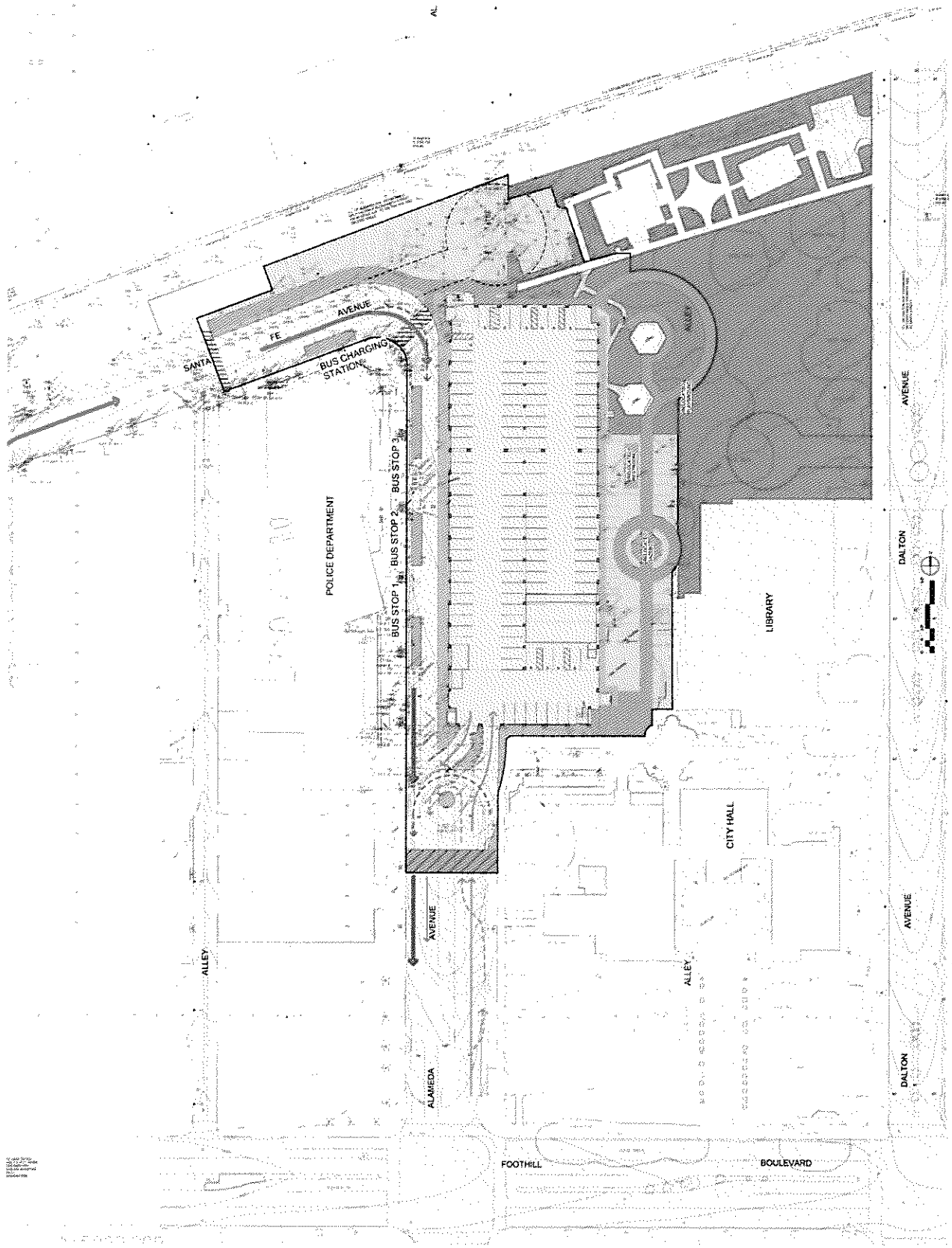
# Azusa Intermodal Transit Facility Update



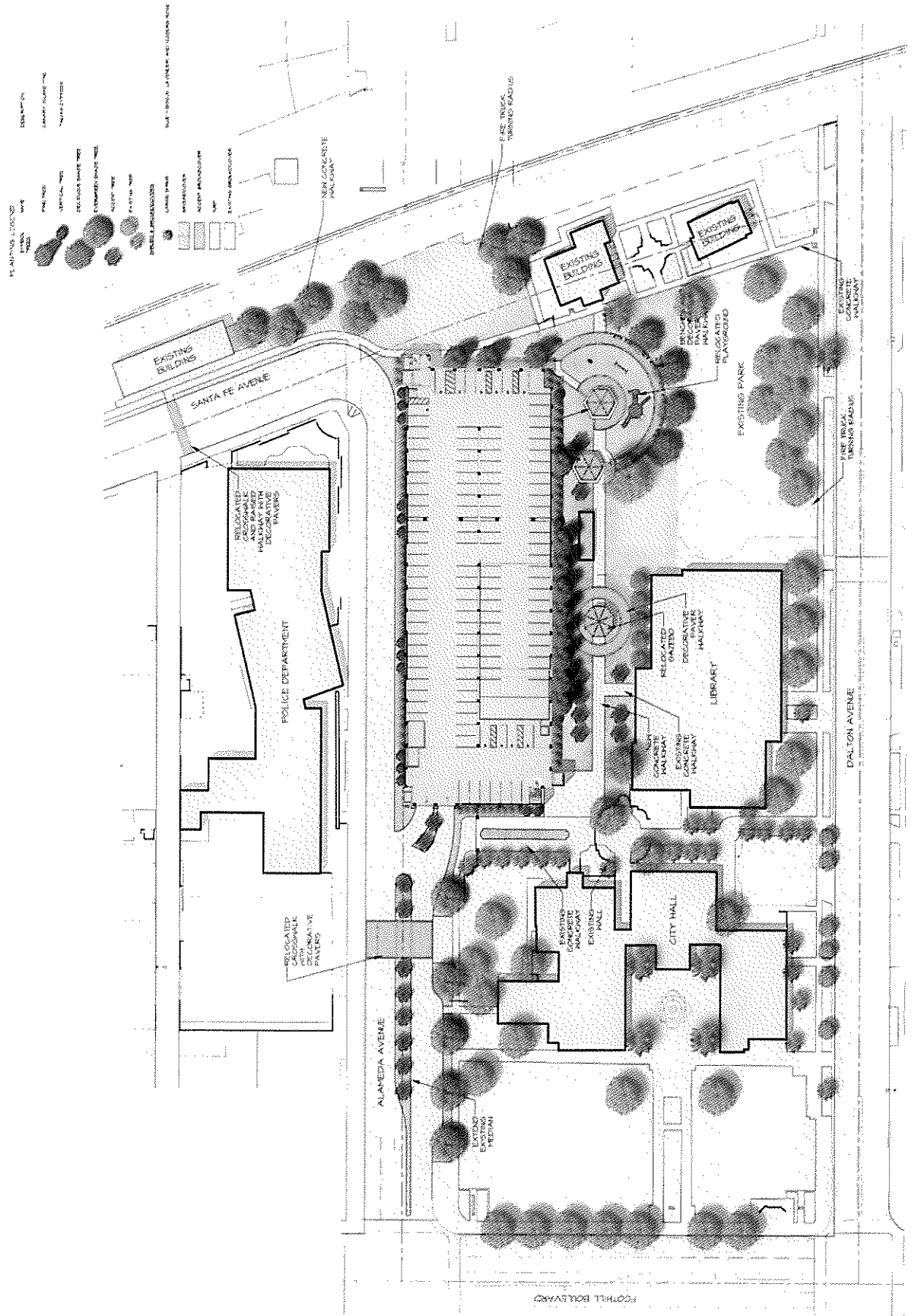
# Azusa Intermodal Transit Facility



# Azusa Intermodal Transit Facility



# Azusa Intermodal Transit Facility



August 31, 2012

To: Executive Board

Subject: **Silver Streak and Silver Line Coordination - Metro Day Pass**

**Recommendation**

Authorize the inclusion of Metro's Day Pass among the Metro fare media types accepted on Foothill Transit's Silver Streak during the one-year Silver2Silver promotional period.

**Analysis**

At their meeting on June 8, 2012, Foothill Transit's Governing Board authorized the Executive Director to implement the Silver Streak Promotional Fare Reduction detailed below.

<b>Fare Type</b>	<b>Current</b>	<b>Approved</b>
<b>Cash</b>	\$2.75	Decrease fare to \$2.45
<b>Foothill Transit Passes</b>	Honored only on Foothill Transit buses	Honored on Foothill Transit buses and Metro Silver Line buses
<b>Metro Multi-day Transit Passes</b>	Honored only on Metro buses	Honored on Metro buses and Foothill Transit Silver Streak buses
<b>31-Day Foothill Transit Passes</b>	\$22.00 – \$170.00	Maintain pass prices Reduce upcharge costs
<b>EZ transit Pass</b>	\$35.00 - \$194.00	Accept Zone 2 EZ transit Pass at El Monte Station Westbound  Accept Zone 2 or 3 EZ transit Pass from Downtown Los Angeles Eastbound
<b>EZ transit Pass Upcharge</b>	\$1.50	Match upcharges depending on passes used
<b>Student/Senior/Disabled/Medicare</b>	\$2.75	\$1.15 all day

In the intervening months since the Governing Board authorized this action, dialog has continued between representatives of Metro and Foothill Transit, and Metro staff has requested that Foothill Transit consider accepting Metro's Day Pass on Silver Streak

Executive Board Meeting – 8/31/12  
Silver Streak and Silver Line Coordination - Metro Day Pass  
Page 2

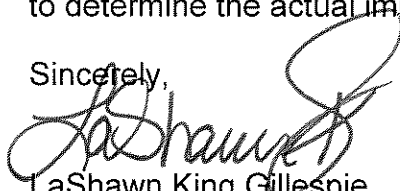
service. This would be in addition to the fare types included in the table above. Metro's Day Pass was not previously included as it was believed that the fare differential between the Silver Streak's cash fare and Metro's Day Pass would serve to reduce cash fare boardings and revenue on Silver Streak. On August 1, 2012, Metro raised the price of their Day Pass from \$5.00 to \$6.00. This action reduces the likelihood that a customer would purchase a Metro Day Pass to complete an eastbound trip originating in Downtown Los Angeles. Its inclusion as an accepted means of payment on Foothill Transit's Silver Streak will give Metro Day Pass holders the choice of boarding a Silver Streak if there was overcrowding on Metro's Silver Line or in those cases where a Foothill Transit Silver Streak coach will depart before a Metro Silver Line coach, further creating seamless regional travel along the Silver Corridor.

Estimates of the total fare revenue impact are \$324,000 per year; however, it is estimated that ridership on Foothill Transit's Silver Streak will increase by as much as ten percent this does not take into account the projected ten percent increase in ridership on Foothill Transit's Silver Streak that, if realized could reduce the fare revenue impact based on farebox collections.

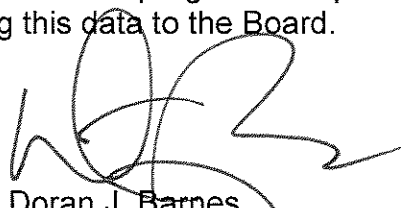
## Fiscal Impact

Accepting the Metro day pass is expected to have a minimal impact on Foothill Transit's fare revenue. We will be monitoring all fare transactions as this program is implemented to determine the actual impact and we will be reporting this data to the Board.

Sincerely,



LaShawn King Gillespie  
Director of Planning



Doran J. Barnes  
Executive Director

August 31, 2012

To: Executive Board

Subject: **ESMS Program – Final Audit Results**

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## Recommendation

Receive and file a summary of the Environmental and Sustainability Management System (ESMS) Final Audit Results.

## Introduction

On September 30, 2010 Foothill Transit was accepted into the 2011 Federal Transit Administration (FTA) ESMS Institute for transit agencies. This rigorous training is funded by the FTA and administered by Virginia Polytechnic Institute and State University (Virginia Tech). An ESMS is a comprehensive set of procedures, based on an environmental policy that manages an organization's environmental impacts in a strategic manner. Over the course of 18 months, Virginia Tech aided Foothill Transit in the development and implementation of an ESMS at the Arcadia operations and maintenance facility, using the International Organization for Standardization (ISO) 14001:2004 environmental management standards.

## Analysis

As part of the ESMS Institute, Virginia Tech provided Foothill Transit with a comprehensive, two-day assessment of its ESMS development and implementation progress. This assessment is known as the "Final Audit," and was conducted on July 23 and 24, 2012. The Final Audit included an examination of documents, observations of activities and conditions, and personnel interviews at the Arcadia operations and maintenance facility. Virginia Tech identified areas in need of improvement in preparation for ISO 14001 certification this fall. The objectives of the ESMS Final Audit are to determine whether the facility:

- Is conforming to the ISO 14001 standard;
- Has properly implemented and maintained its ESMS;
- Identifies areas of potential improvements in the ESMS; and
- Contains a management review process.

The section below lists the percentage of requirements *met*, *partially met*, and *not met* with respect to meeting the 17 elements of an ESMS as specified in the ISO 14001 standard.

Percent of requirements " <b>Met</b> "	95%
Percent of requirements " <b>Partially Met</b> "	4%
Percent of requirements " <b>Not Met</b> "	1%



Executive Board Meeting – 8/31/12  
ESMS Program – Final Audit Results  
Page 2

Listed below is a breakdown of the final scoring in each of the 17 elements of the ISO standard. **Foothill Transit received an overall score of 97% of out a possible 100%.** Individual program elements are noted below.

ISO Element	Score
General Requirements	100%
Environmental Policy	100%
Environmental Aspects	100%
Legal and Other Requirements	100%
Environmental Objectives, Targets, and Programs	100%
Resources, Roles, Responsibility, and Authority	100%
Competence, Training, and Awareness	93%
Communication	100%
ESMS Documentation	100%
Control of Documents	94%
Operational Control and Contractor Management	100%
Emergency Preparedness and Response	100%
Monitoring and Measurement	100%
Evaluation of Compliance	75%
Nonconformity, Corrective, and Preventative Action	100%
Control of Records	100%
Internal Audits	100%
Management Review	83%

These results reveal that Foothill Transit is on track to achieve ISO 14001 certification this fall.

Sincerely,

Lauren Festner  
Sustainability Manager

Doran J. Barnes  
Executive Director



August 31, 2012

To: Executive Board

Subject: **Contract Award – Exterior Cladding Replacement and Related Building Improvements**

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## Recommendations

Authorize the Executive Director to enter into an agreement with Aragon Construction in the amount of \$636,303 for the replacement of the Administrative Building's exterior cladding and related building improvements.

## Analysis

At the September 2011 Executive Board meeting, the Board approved replacement of the existing travertine cladding system with a louver panel system.

In July 2012, after receiving bids in response to Invitation for Bids (IFB) No. 12-024 that were unreasonably priced, was cancelled and Foothill Transit re-issued the solicitation as IFB No. 12-024R for the construction and installation of a new exterior cladding and related building improvements. Earlier this month bids were received by three general contractors. The lowest responsive and responsible bidder, Aragon Construction, has several years of experience in performing similar work in the installation of sheet metal cladding systems and curtain wall systems.

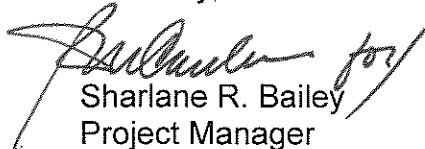
The Scope of Work includes:

- Removal of existing travertine system at the north and south elevations;
- Installation of metal louver panels with LED lighting fixtures at the north and south exterior elevations;
- Sealing of exterior concrete panel joints;
- Remodeling of the north entry lobby

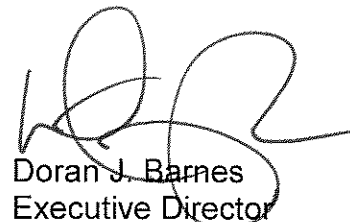
## Budget Impact

Project funding is included in the approved Fiscal Year 2013 Business Plan.

Sincerely,



Sharlane R. Bailey  
Project Manager



Doran J. Barnes  
Executive Director



August 31, 2012

To: Executive Board

Subject: **Performance Indicators FY 2012 Report**

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## Recommendation

Receive and file the Performance Indicators Fiscal Year 2012 Report.

## Summary

The performance indicators report provides an analysis of Foothill Transit's nine key indicators on a month-to-month basis. Data is collected from a variety of sources such as the fareboxes on buses; contractor reported data, and financial performance data.

Below is a snapshot of system performance. *Further detail on the items discussed below can be found in the analysis section of this item.*

- **Boardings** – Overall boardings recorded by the farebox for FY 2012 was 13,909,627.
- **Fare Revenue** – Total fare revenue for FY 2012 was \$18,478,526 resulting in an average fare of \$1.33 per boarding.
- **Operating Expenses** – Total operating expenses for FY 2012 were \$61,654,544 resulting in an average cost per service hour of \$91.80.
- **Accidents** – There were approximately 0.52 preventable accidents per 100,000 miles in FY 2012.
- **Customer Complaints** – Foothill Transit recorded 10.85 complaints per 100,000 boardings during the fiscal year.
- **Schedule Adherence** – The average schedule adherence rate for FY 2012 was 84.1% system wide.

## Analysis

Attachments A - L show the performance indicators used to determine Foothill Transit's progress toward achieving our overall goals and objectives for this fiscal year. In order to accomplish its mission, Foothill Transit focuses on these goals:

- 1) Operate a safe transit system;
- 2) Provide outstanding customer service;
- 3) Operate an effective transit system;
- 4) Operate an efficient transit system.

## Overall System Performance

Foothill Transit's overall system performance is based on several key indicators. These include total monthly ridership, vehicle service hours, fare revenues, and the total operating expenses incurred throughout the month.

Attachment A includes a summary of system goals and their respective performance indicators.

## Total Boardings and Total Revenues

There were a total of 1,136,981 boardings in June. This is less than the number of boardings in May 2012 and less than June 2011. Historically, however, a decline in total boardings during the summer months of May and June is typical. Total boardings for FY 2012 were 13,909,627 which is a half percent lower than boardings in FY 2011.

Total fare revenue for June was \$1,695,542. This is 9.49 percent more revenue than the previous month and 21.27% more than June 2011. This increase may be due in part to new farebox equipment which is more accurate at tabulating data as well as increasing ridership on express service. The average fare per boarding in June 2012 was \$1.49. For the fiscal year, total fare revenue exceeded FY 2011 by seven percent.

Total operating expenses for the month were \$5,639,954. This is 16.55 percent more than June 2011. Included in June expenses are turnover costs for the Arcadia Operations and Maintenance contract as well as some additional marketing expenses related to the Silver to Silver Service that were not included in the June 2011 expenses. Total FY 2012 operating expenses were \$61,654,544, almost four percent above those in FY 2011.

## Attachment B

Following is a summary of how Foothill Transit's performance indicators relate to achieving its four primary goals:

**Goal #1 – Operate a Safe Transit System** – Foothill Transit's primary goal is to operate a safe transit system. The number of preventable accidents incurred for every 100,000 miles of vehicle operation measures system safety.

## Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.80 preventable accidents per 100,000 miles for this fiscal year. In June 2012 there were a total of 11 preventable accidents, producing an average of 1.02 accidents per 100,000 miles. However; the average number of preventable accidents to date for the year was 0.52 for every 100,000 miles.

Attachment C provides a summary of Preventable Accidents per 100,000 Miles.

**Goal #2 – Provide Outstanding Customer Service** - Foothill Transit measures achievement of this goal by monitoring the following categories: Complaints per 100,000

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Page 3

Boardings; Average Miles between Service Interruptions; Average Hold Time; and Schedule Adherence.

### Complaints per 100,000 Boardings

In June there were 13.90 complaints per 100,000 boardings. This is an average of approximately four more complaints than June of last year. Of the 158 complaints reported, 91 were for schedule adherence and 49 were related to courtesy. The performance target is 7.5 complaints for every 100,000 boardings. At the close of FY 2012 there were 10.85 complaints per 100,000 boardings.

Attachment D provides a summary of average Complaints per 100,000 Boardings.

### Schedule Adherence

Foothill Transit has adopted a goal of 90 percent Schedule Adherence for this fiscal year. In June 2012 the average system-wide adherence to the schedule was 78.5 percent. Schedule adherence for June 2011 was 89.4 percent. The decrease in schedule adherence this month can partly be attributed to the new coach operator schedules implemented at the Irwindale yard. The year to date on-time performance is 84.1 percent.

### Average Hold Time

Data available from the phone systems at our five Transit Stores and our administrative offices allows the monitoring of individual stores, specific lines, and the times at which there are higher call volumes, so that the stores can be staffed accordingly. The recorded average hold time of 42 seconds during June 2012 and 32 seconds year to date for FY are both below the performance target of 50 seconds.

Attachment F provides a summary of Average Hold Time.

### Average Miles between Service Interruptions

In June 2012, Foothill Transit averaged 13,602 miles between service interruptions. This falls below the performance target of 15,000 miles between service interruptions. The year to date average is 28,801 miles between service interruptions. This indicator not only measures the overall performance of Foothill Transit's maintenance departments, but also reflects customer delays as a result of mechanical service interruptions.

Attachment G, Average Miles between Service Interruptions, compares the average miles between service interruptions with our performance standard.

**Goal #3 – Operate an Effective Transit System-** Foothill Transit measures its overall effectiveness as a transit system by monitoring Boardings per Vehicle Service Hour and Average Weekday Boardings.

### Boardings per Vehicle Service Hour

The agency averaged 20.6 boardings per vehicle service hour in June. The June average is 1.6 fewer boardings per service hour than the previous month but this is consistent with

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historical drop in ridership between May and June. The June 2012 average still meets the performance target of 20 boardings per service hour and contributes to the year to date boardings per vehicle service hour of 20.7 which is slightly below the boardings in FY 2011.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

The agency averaged 45,193 weekday boardings in June. This exceeds the performance target of 44,000. The FY 2012 average of 46,075 weekday boardings also met the FY 2012 performance target.

Attachment I, Average Weekday Boardings, shows the trend of this indicator.

**Goal #4 – Operate an Efficient Transit System-** Foothill Transit measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hour.

Average Cost per Vehicle Service Hour

The organization's average cost per vehicle service hour in June was \$101.97 which is above the June 2011 figure. Again, this is a reflection of the additional expenses incurred in June for the operations and maintenance contractor turnover and additional marketing expenses for the month. For FY 2012, the target of \$96.27 was met at \$91.80. This figure is three percent above the cost per hour figure for FY 2011.

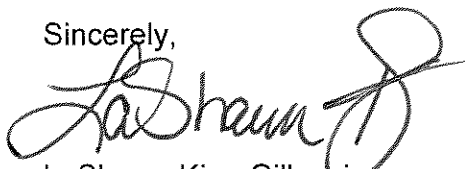
Attachment J, Average Cost per Vehicle Service Hour, shows the trend of this indicator.


Farebox Recovery Ratio

The farebox recovery ratio for June was 30.06 percent. This exceeds the performance target of 25.96 percent. Even with fewer overall riders the June 2012 farebox recovery ratio is greater than the May 2012 figure. The farebox recovery ratio is calculated by dividing total revenue by total operating expense. This indicator meets the target of 25.96 percent for FY 2012 and exceeds the ratio reported for FY 2011.

Attachment K, Farebox Recovery Ratio, shows the trend for this indicator.

Sincerely,

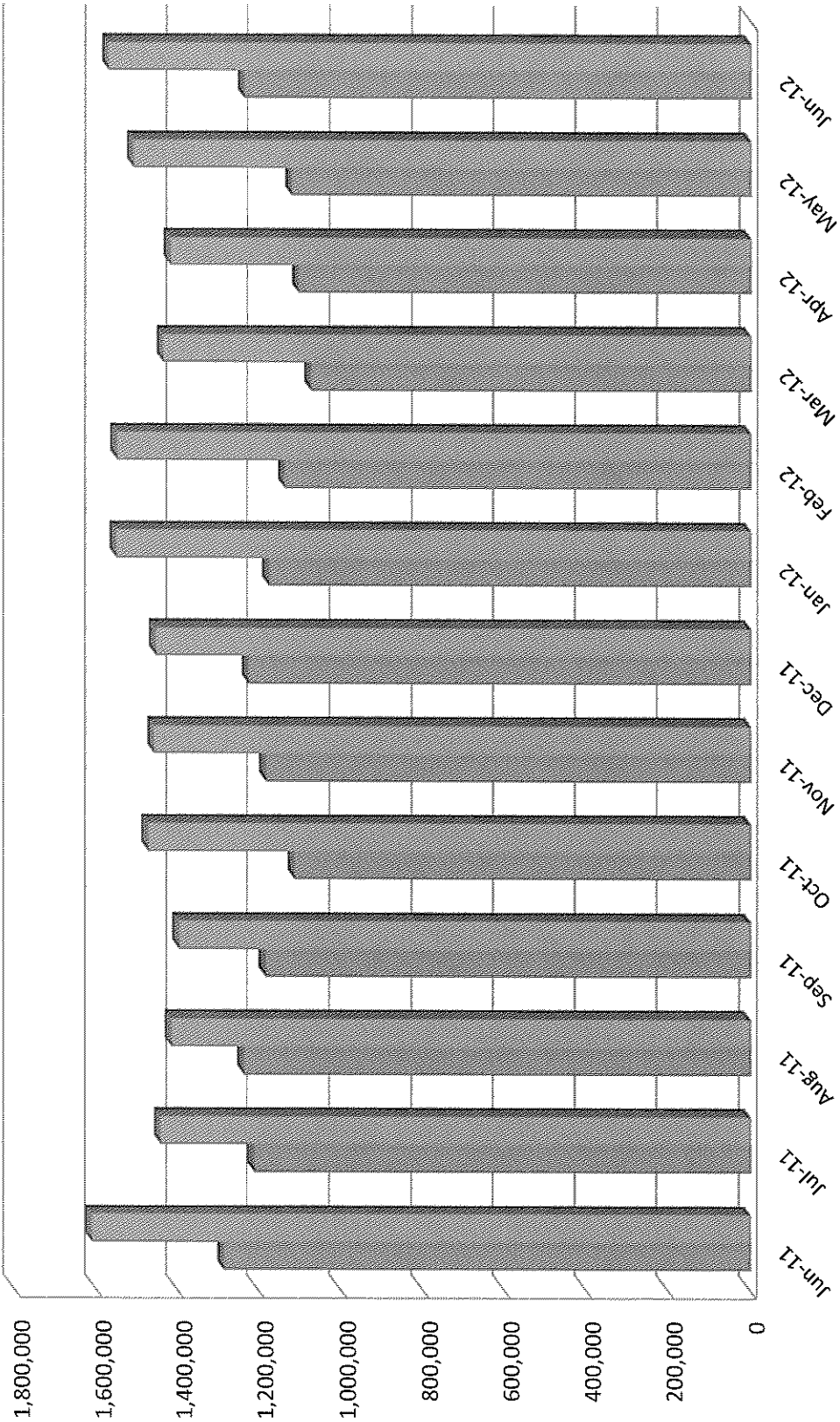
  
LaShawn King Gillespie  
Director of Planning

  
Doran J. Barnes  
Executive Director

Attachment A: Key Indicators Report  
June-12

Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 12 Year to Date	YTD Meets/Exceeds	FY 11 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	1,136,981	N/A	1,184,577	-4.02%	N/A	13,909,627	N/A	13,985,056	-0.54%
	Vehicle Service Hours		55,309	N/A	56,275	-1.72%	N/A	671,603	N/A	671,178	0.06%
	Total Fare Revenue	B	\$1,695,542	N/A	\$1,398,192	21.27%	N/A	\$18,487,526	N/A	\$17,263,857	7.09%
	Total Operating Expense		\$5,639,954	N/A	\$4,839,049	16.55%	N/A	\$61,654,544	N/A	\$59,486,550	-3.64%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	1.02		0.73	40.55%	0.80	0.52	X	0.45	-13.80%
	Complaints per 100,000 Boardings	D	13.90		8.53	-62.98%	7.5	10.85		8.73	-24.26%
Provide Outstanding Customer Service	Schedule Adherence	E	78.5%		89.4%	-12.15%	90%			83.0%	1.31%
	Average Hold Time	F	0:42	X	0:23	-82.61%	0:50	0:32	X	0:24	-35.17%
	Average Miles Between Service Interruptions	G	13,602		28,905	-52.94%	15,000	28,801	X	32,074	-10.20%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	20.6	X	21.0	-1.90%	20.0	20.7	X	20.8	-0.48%
	Average Weekday Boardings	I	45,193	X	45,911	-1.56%	44,000	46,075	X	46,441	-0.79%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	\$101.97		\$85.99	-18.59%	\$96.27	\$91.80	X	\$88.63	-3.58%
	Farebox Recovery Ratio	K	30.06%	X	28.89%	4.05%	25.96%	29.99%	X	29.02%	3.32%

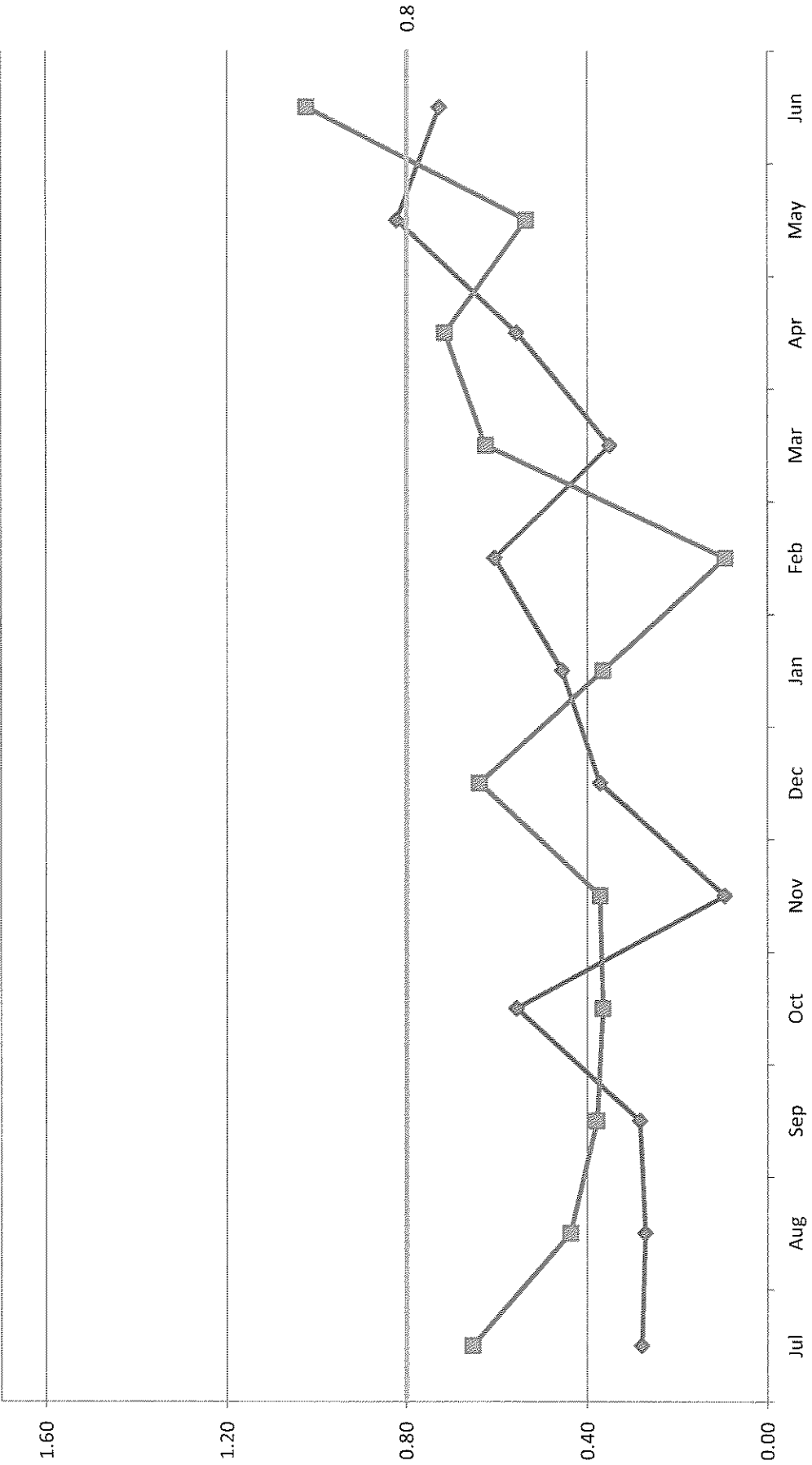
Attachment B: Total Boardings vs. Total Revenues



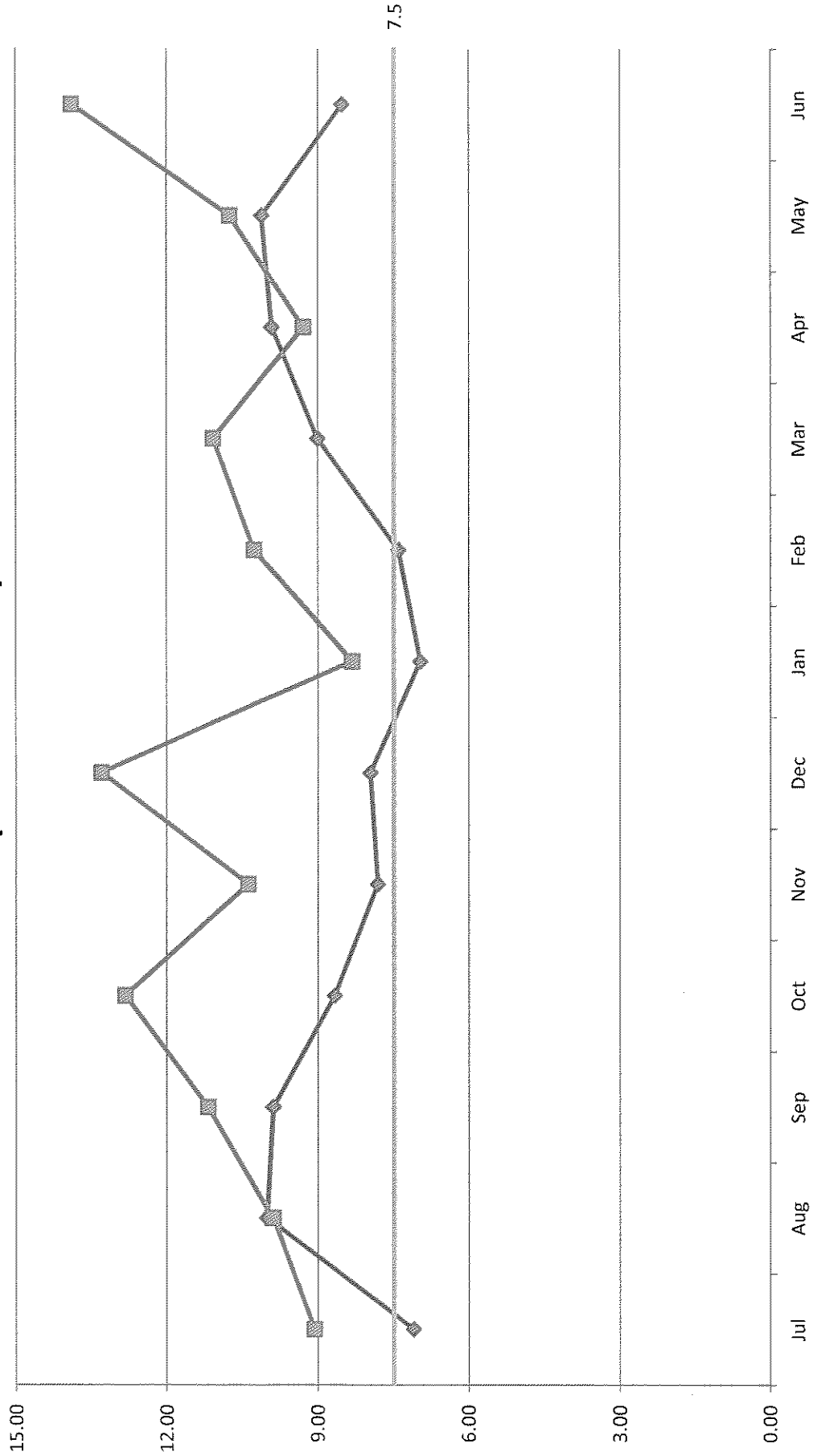
	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12
Boardings	1,286,836	1,211,253	1,237,173	1,184,577	1,113,810	1,184,282	1,226,855	1,177,187	1,138,768	1,075,173	1,105,137	1,121,948	1,238,135
Revenues	\$1,612,858	\$1,443,604	\$1,416,701	\$1,398,192	\$1,474,901	\$1,460,808	\$1,455,796	\$1,553,731	\$1,551,750	\$1,437,850	\$1,420,704	\$1,511,667	\$1,572,799



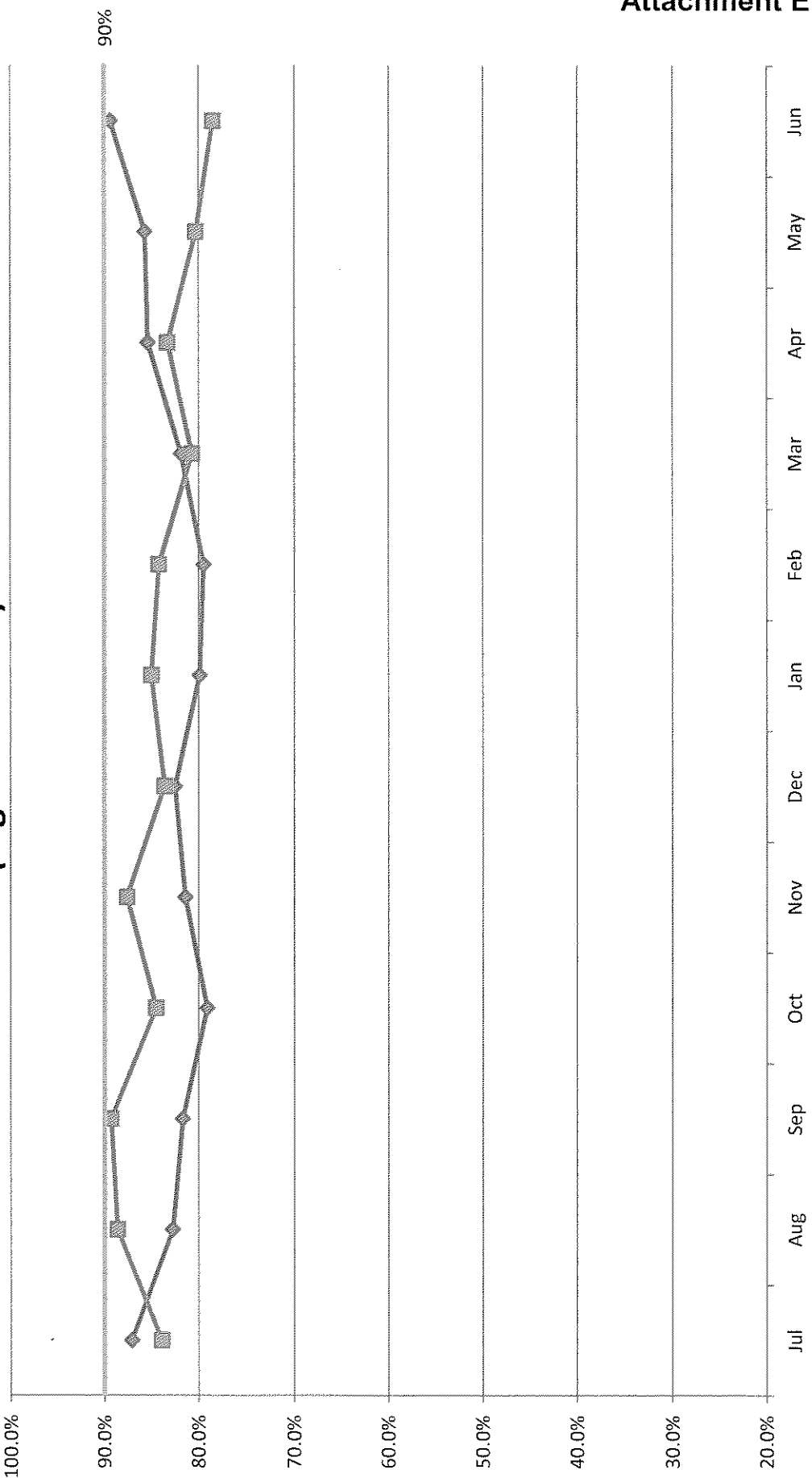
Attachment C: Preventable Accidents per 100,000 Miles  
(Lower is Better)



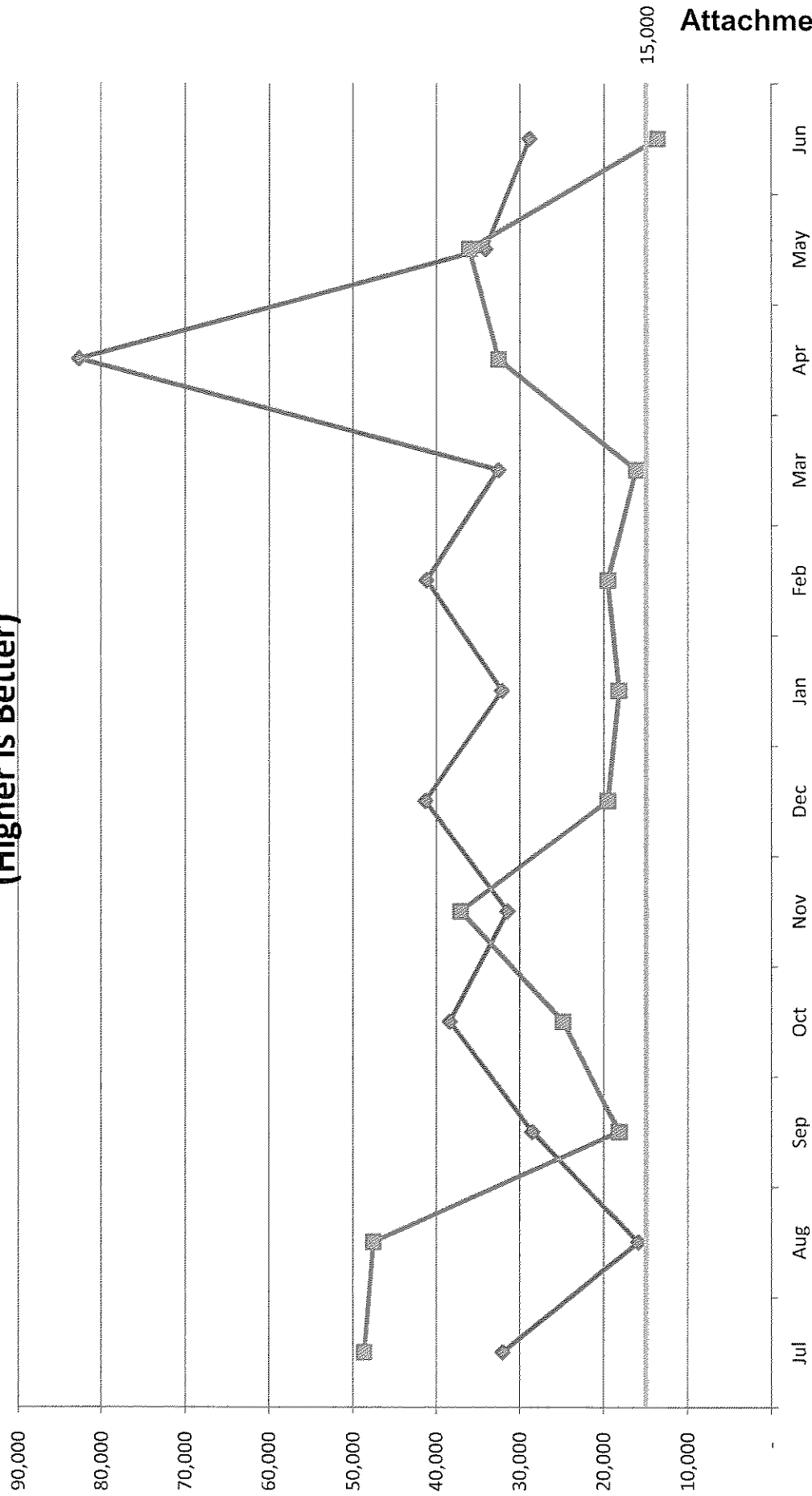
# Attachment D: Complaints per 100,000 Boardings (Lower is Better)



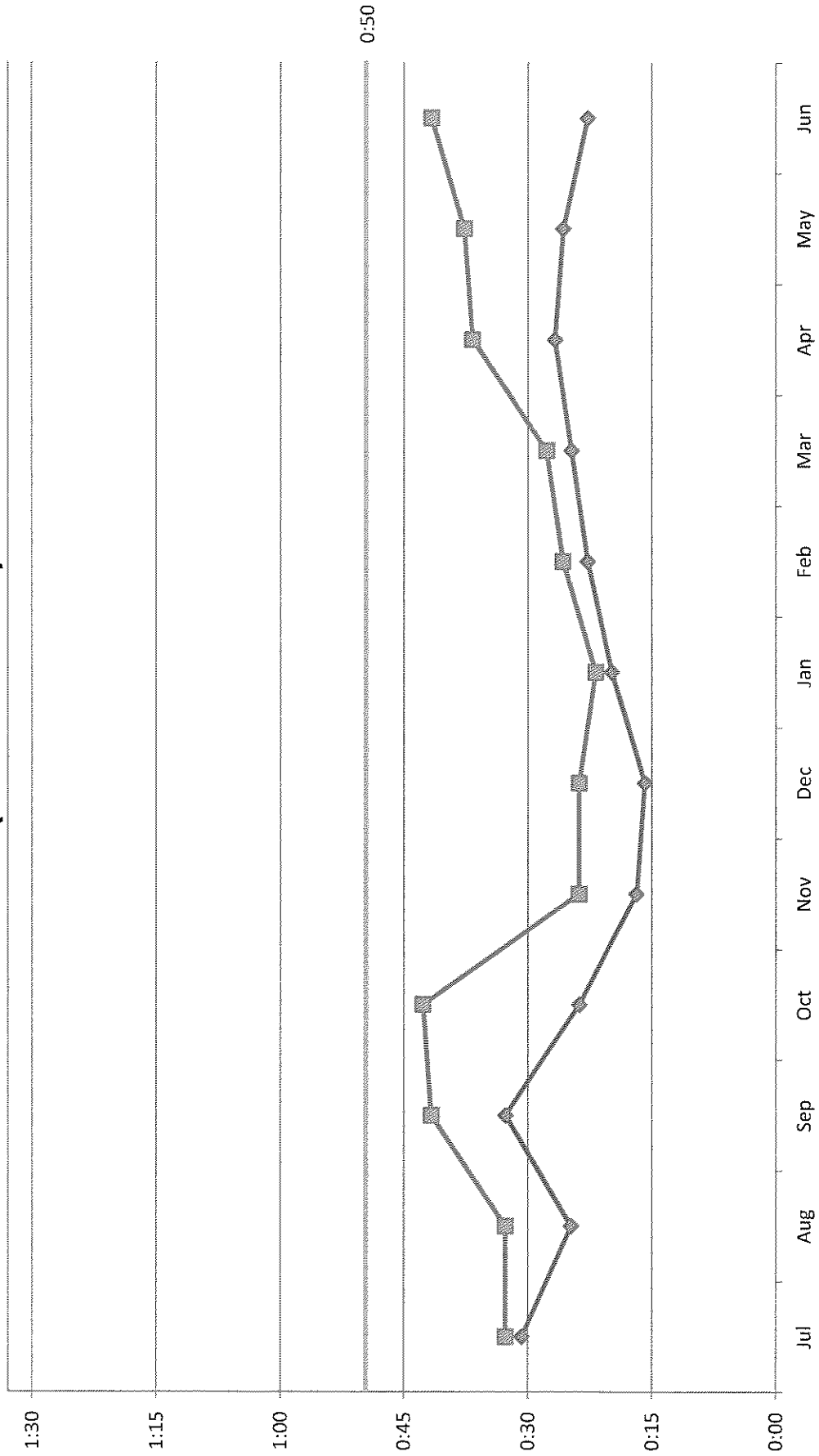
Attachment E: Schedule Adherence  
(Higher is Better)



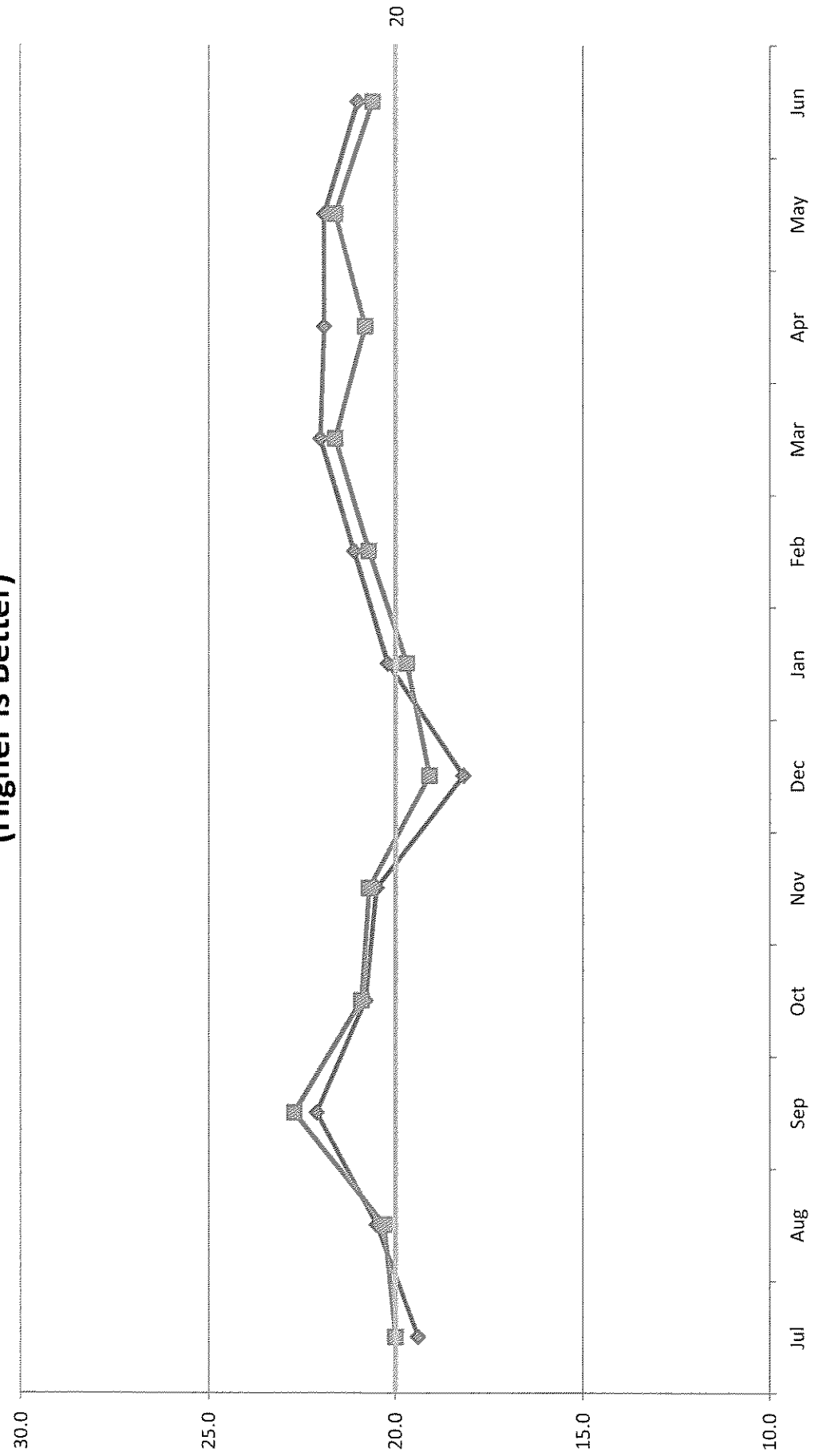
# Attachment G: Average Miles Between Service Interruptions (Higher is Better)



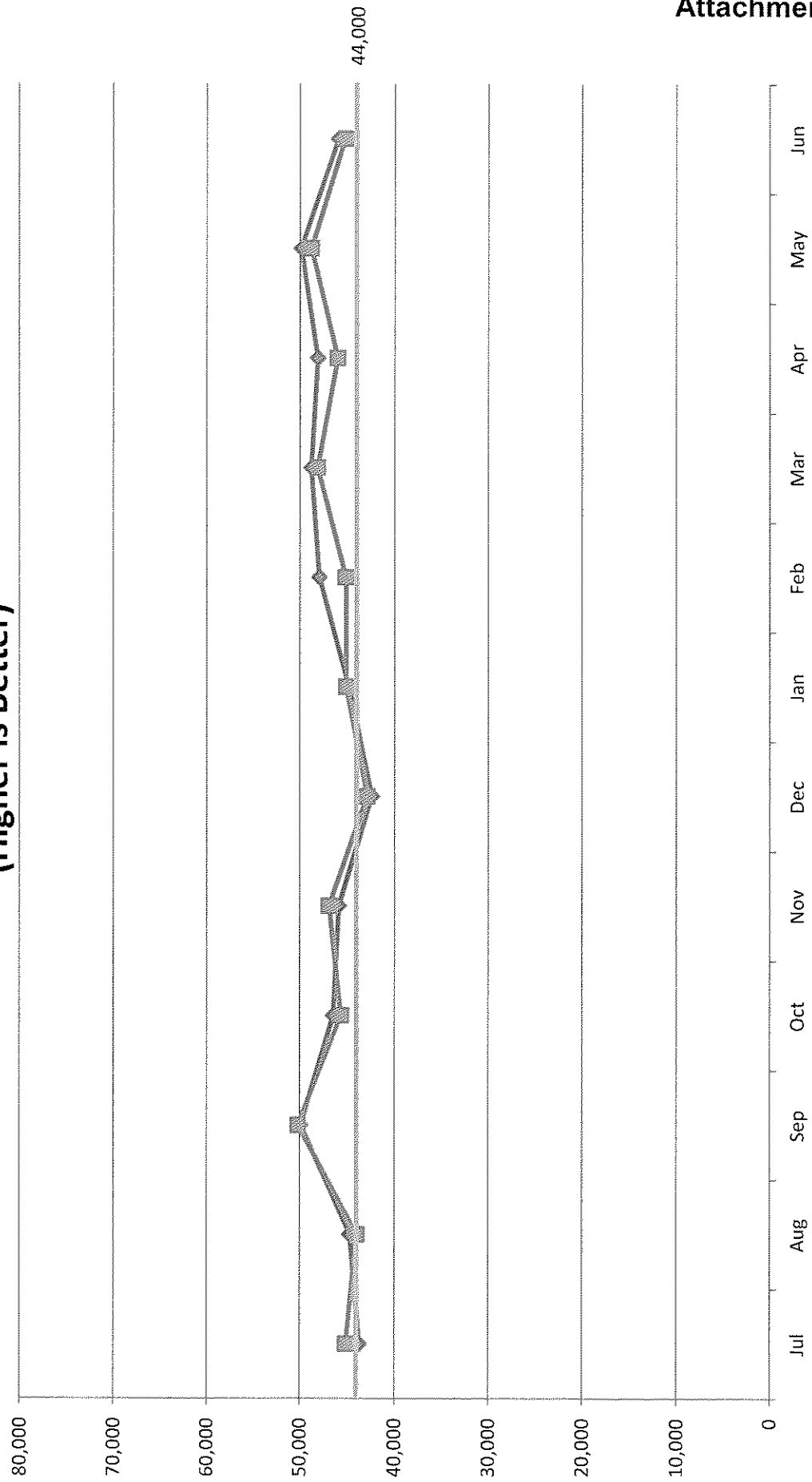
# Attachment F: Average Hold Time (Lower is Better)



## Attachment H: Boardings per Vehicle Service Hour (Higher is Better)



# Attachment I: Average Weekday Boardings (Higher is Better)



Attachment L: Operations Report - Total System  
June-12

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 12 Year to Date	YTD Meets/Exceeds	FY 11 Year to Date	% Improvement
Average Fare per Boarding	\$1.49	\$1.43	4.19%	\$1.25	\$1.33	X	\$1.23	7.67%
Average Cost per Boarding	\$4.96	\$4.76	-4.19%	\$4.81	\$4.43	X	\$4.25	-4.21%
Average Subsidy per Boarding	\$3.47	\$3.33	-4.19%	\$3.56	\$3.10	X	\$3.02	-2.79%
Total Vehicle Miles	1,074,550	1,093,683	-1.75%	N/A	13,062,668	N/A	12,925,690	1.06%
Vehicle Service Miles	819,110	836,119	-2.03%	N/A	9,957,923	N/A	9,946,290	0.12%
Total Vehicle Hours	64,997	66,265	-1.91%	N/A	790,042	N/A	789,267	0.10%
In-Service Speed	14.8	12.6	17.37%	N/A	14.8	N/A	14.8	0.05%
Boardings per Vehicle Service Mile	1.39	1.42	-2.02%	N/A	1.40	N/A	1.41	-0.66%



August 31, 2012

To: Executive Board

Subject: **Transit Store Fiscal Year 2012 Report**

**Recommendation**

Receive and file the Transit Store Fiscal Year 2012 Report.

**Analysis**

**Pass Sales** (Attachment A & B): Sales for the fourth quarter of FY12 totaled \$1,533,401, representing a decrease of approximately 9.5 percent from the \$1,668,134 in sales during the fourth quarter of FY 11.

**Attachment A** provides a graphic representation of total sales by Store and quarter.

**Attachment B** provides a graphic representation of total sales by product and quarter.

<b>Sales by Store</b>				
<b>STORE LOCATION</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>FOURTH QTR TOTAL</b>
<b>West Covina</b>	\$98,691	\$95,794	\$84,304	\$278,789
<b>Puente Hills</b>	\$114,052	\$109,526	\$104,769	\$328,347
<b>Claremont</b>	\$57,762	\$49,866	\$47,013	\$154,641
<b>Pomona</b>	\$104,876	\$101,151	\$88,082	\$294,109
<b>El Monte</b>	\$141,933	\$139,883	\$131,947	\$413,763
<b>On-line TAP Service Ctr.</b>	\$22,543	\$21,815	\$19,394	\$62,912
<b>Total</b>	<b>\$539,857</b>	<b>\$518,035</b>	<b>\$475,509</b>	<b>\$1,533,401</b>

Sales for FY 2012 totaled \$6.1 million compared to \$6.4 during FY 2011.

<b>STORE LOCATION</b>	<b>FISCAL YEAR 2011 TOTAL</b>	<b>FISCAL YEAR 2012 TOTAL</b>
<b>West Covina</b>	\$1,244,923	\$1,122,544
<b>Puente Hills</b>	\$1,331,889	\$1,327,521
<b>Claremont</b>	\$721,685	\$649,749
<b>Pomona</b>	\$1,098,060	\$1,139,531
<b>El Monte</b>	\$1,773,077	\$1,692,181
<b>On-line TAP Service Ctr.</b>	\$240,422	\$245,271
<b>Total</b>	<b>\$6,410,056</b>	<b>\$6,176,797</b>

**Phone Activity** (Attachments C & D): During the fourth quarter of FY 12 a total of 71,875 phone calls came through the 800 customer service line. The Transit Store Team answered 64,982 of these calls with an average hold time of 39 seconds. The average handling time of a call was one minute 41 seconds. The percentage of calls answered during this period was 90 percent, which is one percent less when compared to the same period in FY11.

MONTH	PERCENT ANSWERED	CALLS RECEIVED	CALLS ANSWERED	AVG. HOLD TIME	AVG. HANDLING TIME
APR 12	91%	23,269	21,214	:37	1:44
MAY 12	91%	24,426	22,171	:38	1:38
JUN 12	89%	24,180	21,597	:42	1:41
4th Qtr Total	90%	71,875	64,982	:39	1:41

Overall calls answered during FY 2012 totaled 273,567 with an average hold time of 33 seconds and an average handling time of one minute 43 seconds per call. During FY 2011 a total of 272,986 calls were answered with an average hold time of 24 seconds and an average handling time of one minute 34 seconds.

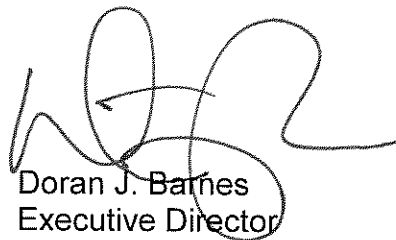
FISCAL YEAR	PERCENT ANSWERED	CALLS RECEIVED	CALLS ANSWERED	AVG. HOLD TIME	AVG. HANDLING TIME
FY 2011	90%	303,043	272,986	:24	1:34
FY 2012	90%	302,796	273,567	:33	1:43

**Walk-in Traffic** (Attachment E) Total walk-in traffic recorded for all Stores this quarter was 181,586, representing an increase of approximately 8.5 percent when compared to the same period in FY 11, which totaled 167,112.

Sincerely,



Araceli López  
Transit Store Operations Manager

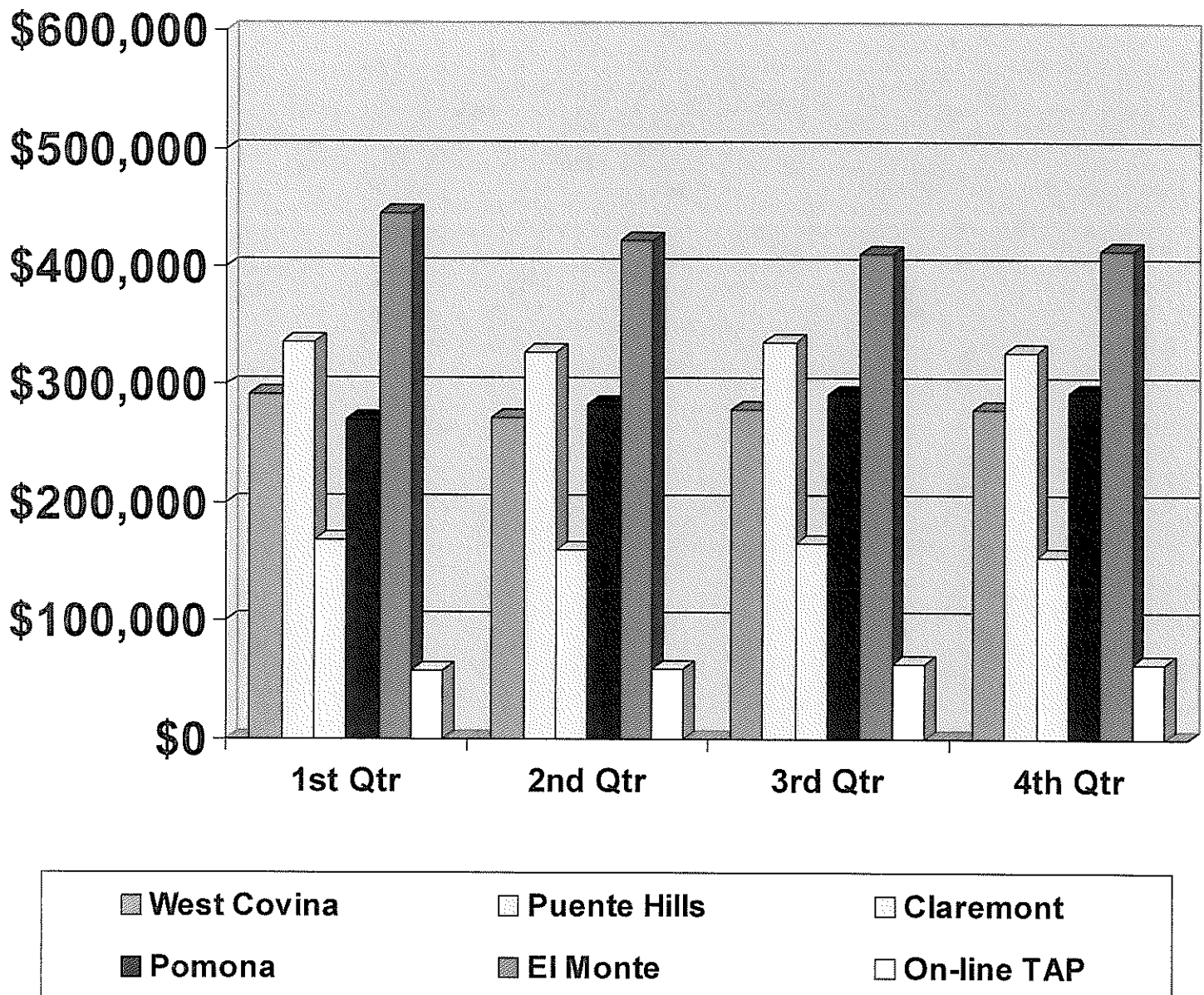


Doran J. Barnes  
Executive Director

Attachment

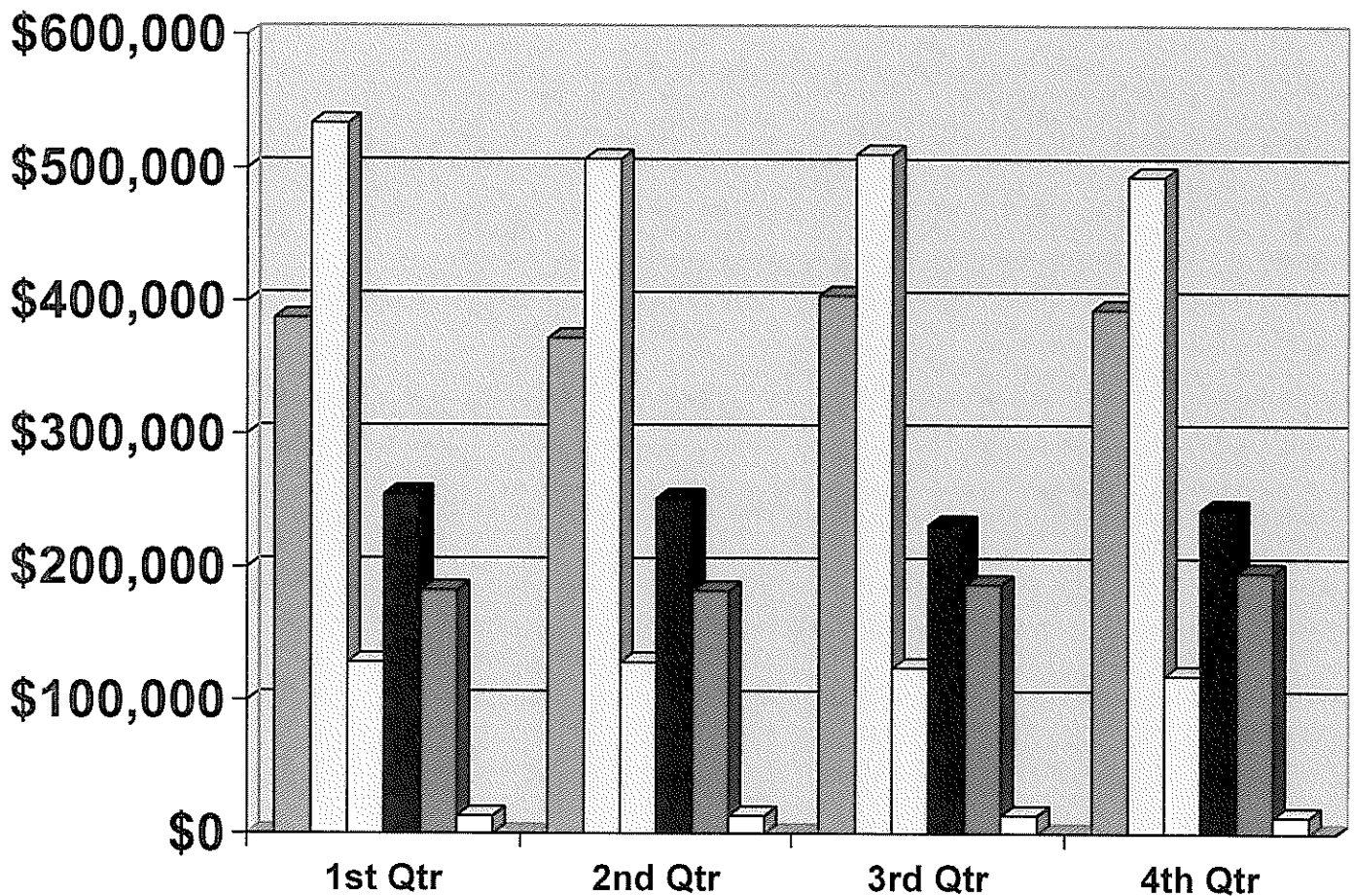
## Attachment A

### Transit Store FY 2012 Sales by Store and Quarter



## Attachment B

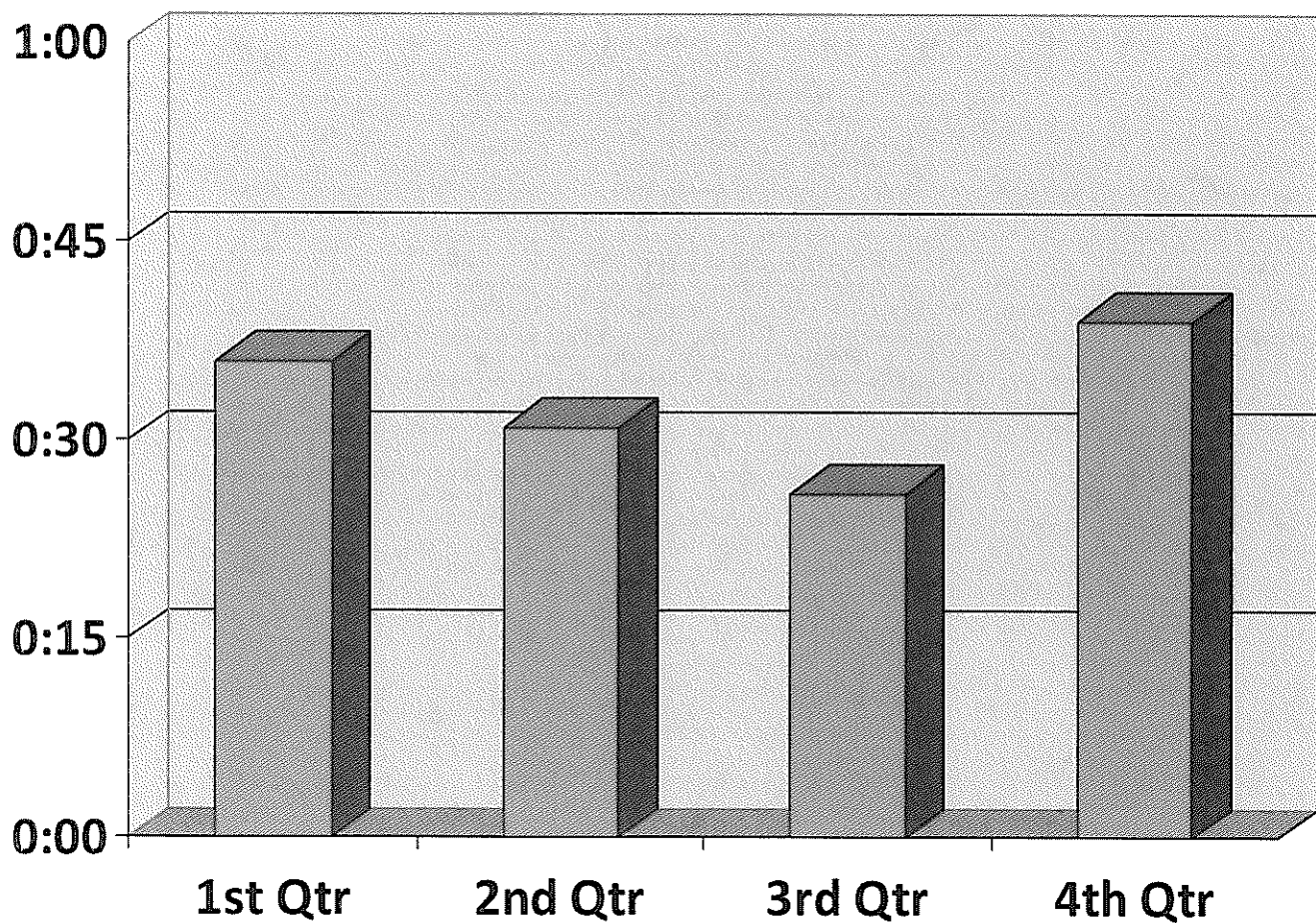
### Transit Store FY 2012 Sales by Product and Quarter



Foothill Transit
  Cash Purse
  MTA
  EZ Pass
  Metrolink
  Omnitrans

## Attachment C

### Transit Store FY 2012 Average Hold Time by Quarter

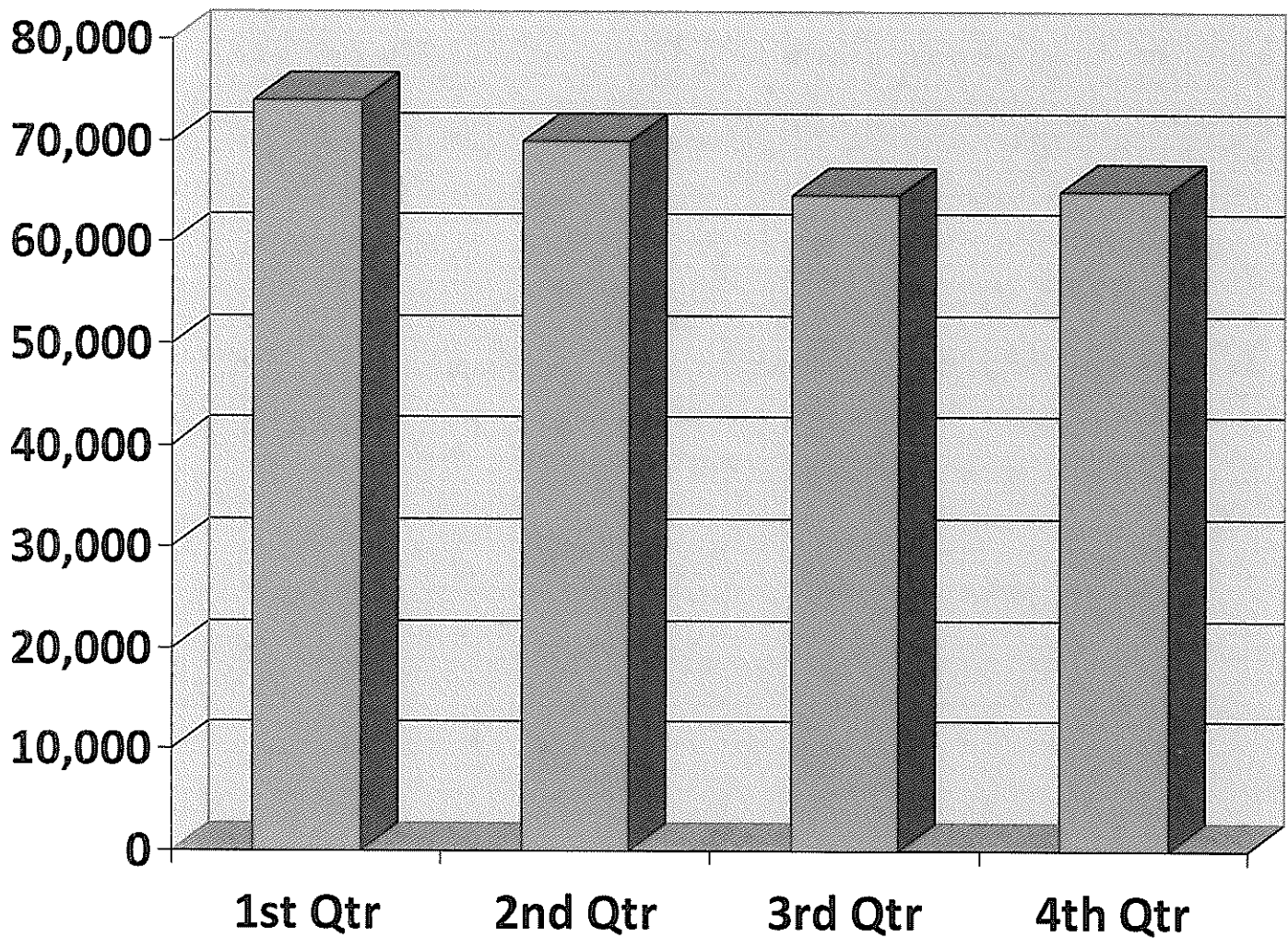






**Attachment D**

**Transit Store FY 2012  
Total Calls Answered by Quarter**



**Attachment E**

**Transit Store FY 2012  
Total Walk-in Traffic by Quarter**

